

Information, Library and Web Manager - Detailed Job Specification

The Irish Hospice Foundation's (IHF) vision is that no one should face death or bereavement without the care and support they require. Through a range of development, policy, education and public-facing services we seek to make a difference to the quality of end of life and bereavement care in Ireland. The provision of, processing and dissemination of information in multiple forms is central to the activities of the organisation.

Our digital channels include the Irish Hospice Foundation website, our social media platforms and the IHF digital archive. These channels have multiple audiences.

The IHF also houses the Therese Brady Library – Ireland's only dedicated bereavement, end of life and palliative care library and information service. Through its print and electronic holdings the library serves the public, professionals, the IHF staff and postgraduate students on IHF courses with RCSI amongst others.

The Irish Hospice Foundation is seeking a librarian or information specialist who will provide information and library services and manage the developing function.

Duties and Responsibilities

Library Management and strategic development

Manage the day to day operation and strategic development of the Therese Brady Library including;

- Liaising with key internal and external library users to implement strategic plan for services
- Selection and acquisition of resources (print & electronic) to enhance the existing collection and list requirements of postgraduate programmes
- Cataloguing and classification of library content
- Management and licence agreement negotiations for range of electronic resources
- Management of operational budget
- Recruit and manage temporary, part time and volunteer library staff
- Circulation and stock management (using Koha LMS)
- Source funding for library development

Research & Evidence Support

- Oversee IHF Open Access policy for research output
- Promote IHF research and publications on IHF website and maintain IHF collection on the LENUS Irish Health repository
- Provide support for IHF research and publications including reference management solutions
- Perform systematic literature searches, evidence gathering support
- Provide embedded evidence support on research and guidance projects as required
- Develop collaborative partnerships for creation and promotion of evidence based resources in palliative, end-of-life care & Bereavement
- Ensure copyright compliance and copyright protection of IHF developed resources

Support for IHF educational programmes

- Develop and deliver information literacy inputs for IHF postgraduate programmes including embedded research skill training
- Provide training & advice on the use of electronic information resources and evidence gathering
- Promote IHF knowledge and research internally and externally, through publicity material, demonstrations, presentations and/or social media
- Maintain library resource pages on Moodle

Online/ Digital content management

- Oversee creation, management & governance of organisational web content
- Develop strategies and workflows for digital content
- Conduct regular web content audits and user surveys to inform website development
- Train staff in the use of web Content Management System
- Develop & implement solutions for enhancement of organisational web presence
- Implement and manage Google Ad Words campaigns
- Liaison with external web hosting company and external suppliers
- Monitor and collate Web analytics monitoring and Search Engine Optimisation
- Integrate IHF social media channels with web presence

Knowledge management & Dissemination

- Conduct information audits
- Develop & deliver appropriate current awareness responses for IHF staff, external members and students
- Manage and develop the Irish Hospice Foundation's digital archive
- Archive & preserve (including digital preservation) of IHF heritage & asset material in variety of formats (print, audio & visual)

Person Specification

- A recognised postgraduate qualification in Information and Library studies (or equivalent)
- A least two years post qualification experience managing a library or information service in an academic or special library setting
- Experience managing electronic resources and authentication management
- Understanding and experience of web content management

Desirable

- Knowledge and experience of Koha library management system
- Knowledge of OpenAthens Authentication system
- Knowledge of Omeka, WordPress and LibGuides content management systems
- Project management skills

Closing Date for applications – September 12 2017