



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Post Title & Subject Area:	Open Research Librarian
Unit:	Library
Post Duration:	Fixed term contract of 9 weeks
FTE:	1 FTE
Grade:	Assistant Librarian
Reports to:	Head of Open and Digital Research
Comp Ref:	011764



1. Job Advertisement

Applications are invited for an appointment as Open Research Librarian, 1 FTE, in the Library at University of Galway.

This post is being offered as a fixed term contract of 9 weeks. Planned start date would be Monday 22 June – Friday 21 August 2026.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2025-30 - University of Galway](#)

For informal enquiries, please contact email cillian.joy@universityofgalway.ie

Salary: €51,810 - €63,504 per annum pro rata for part time/short term roles (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#). This appointment will be made on the Assistant Librarian payscale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on Wednesday 27th May 2026. It will not be possible to consider applications received after the closing date. It is expected that interviews will take place on 10 June 2026.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at www.dbei.ie. Employment permit restrictions apply for this category of post.

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

1. Role Relationships

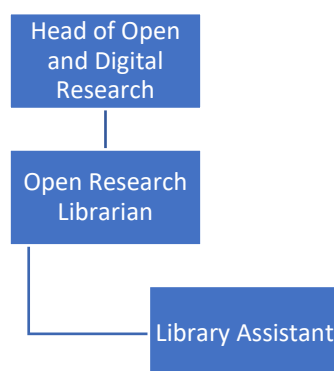
Reporting directly to the Head of Open and Digital Research, the post holder will have specific daily contact with:

- The Open and Digital Research team.
- Researchers and academic staff seeking advice on research publishing support.
- Library colleagues involved in repository, metadata, and publishing support workflows.
- Relevant colleagues in the Research Office and other University support units, as required.

The post holder has general contact with:

- Other Library and University staff.
- External publishers and service providers, where required to support publishing queries and workflows.
- Other relevant internal and external contacts in relation to research publishing support.

Organisation chart to illustrate position of job holder:



2. Main Purpose of Job

The purpose of this post is to provide short-term operational cover for research publishing support services during the summer period.

The post holder will help maintain day-to-day support for researchers and staff in areas such as rights retention, repository deposit, national read-and-publish agreements, and general research publishing queries. The role will provide practical guidance on appropriate and responsible routes to publication and will support the routine operation of publishing support workflows and schemes.

The focus of the post is on service continuity, timely query handling, communication template creation, and the consistent application of existing guidance, processes, and escalation routes.

3. Main Duties and Responsibilities

Operational Publishing Support

- Provide first-line support for research publishing queries from researchers and staff.
- Support queries relating to rights retention, including the use of existing guidance and resolving complex cases.
- Assist with repository related publishing support, including advice on deposit routes, versions, and associated workflows.
- Provide operational support in relation to national APC and read-and-publish agreements, including basic eligibility and process guidance.
- Advise researchers on available publishing routes using established Library guidance, including open and responsible approaches to publication.

Publishing Support Schemes and Workflow Cover

- Assist with the routine administration of any publishing support schemes in operation during the period of the appointment.
- Develop and improve communication templates and procedures.
- Support consistent handling of applications, records, communications, and workflow tracking in line with developed criteria and procedures.
- Identify, decide on, and resolve non-routine or unclear publishing queries.
- Help maintain continuity of service across publishing support workflows during staff leave periods.

User Support and Communications

- Document and create support and communication templates for reuse by the team.
- Respond to routine user queries in a timely and professional manner.
- Direct users to relevant Library guidance, web content, and support materials.
- Assist with updating user-facing documentation or standard communications where required.
- Support the delivery of a responsive and well-organised publishing support service.

Other

- Maintain appropriate records of queries and actions taken.
- Responsible for handover notes and service continuity documentation.
- Undertake other relevant duties, appropriate to the grade and short-term nature of the post, as assigned by the line manager.

4. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

Essential Criteria

Qualifications

- A degree (NFQ Level 8 or above) and a recognised professional qualification in Librarianship

Experience & Skills

- Experience of working in a library, academic, administrative, or research support environment.
- Good understanding of research publishing support, scholarly communications, or open research support in a higher education or research context.
- Good organisational skills and the ability to manage routine operational tasks accurately and efficiently.
- Ability to provide clear and helpful guidance to staff and service users.
- Good written and verbal communication skills.
- Ability to work carefully with established procedures and to recognise when escalation is required.
- Good IT skills and the ability to work with online systems, records, and documentation.
- Ability to work independently and as part of a team.
- A flexible and reliable approach to supporting service continuity.

Desirable Criteria

- Experience of supporting repository, publishing, or open research workflows.
- Familiarity with rights retention, APC agreements, or journal publishing support
- Experience of working in an academic or research library environment.
- Experience of handling service queries or administrative workflows in a busy support setting.

The above criteria will be utilised to shortlist and select candidates for interview.

Application

A. Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Please note agency staff will need to have three months' continuous service at the closing date of the advertised post. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Note to Internal Applicants.

Successful candidates who are currently permanent employees of the University and who accept temporary reassignment, will retain the right to their permanent substantive grade with the University under the following terms:

Temporary posts of one year or less - at the end of the reassignment period, the permanent employee will return to their substantive permanent post.

Temporary posts of in excess of one year – at the end of the reassignment period, the permanent employee does not retain the right to their substantive post but instead may be reassigned to the next suitable vacancy at their substantive grade.

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **17:00 (Irish Time) on 27th May 2026**.

B. All applicants will receive an acknowledgement of application.

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@universityofgalway.ie or telephone 091-492151.

C. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

D. Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

F. Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Please refer to Revenue circular (www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

G. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or

mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

H. Declaration:

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However, it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

J. Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.djei.ie. Please see list of ineligible categories for work permits at <https://dbe.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

Assessment Procedure

A. Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

B. Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much prior notice as possible for interview dates etc. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

C. Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D. Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidate's medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.