



Ollscoil Mhá Nuad Maynooth University

Maynooth University Library Special Collections & Archives Manager (Permanent)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking an Assistant Librarian to manage the Library's Special Collections and Archives unit. The successful candidate will lead a team of staff in the provision of high-quality services across a range of areas, including the curation, preservation and provision of access to a suite of world-class collections consisting of rare books, archives, manuscripts and cultural objects.

Principal Duties

- Lead and manage a large and diverse staff in Special Collections & Archives, setting individual and group objectives across areas such as cataloguing, conservation, archival work, teaching and engagement monitoring performance and encouraging the highest levels of performance from all
- Play a key role, with the Head of Collections & Content in progressing the library collections strategy across the breadth of special collections (rare books, manuscripts, archives and artefacts)
- Play a leading role in promoting engagement with Special Collections (physical and virtual) via outreach, exhibitions, and events
- Oversee curatorial work such as resource description (including retrospective cataloguing projects), conservation and preservation programmes.



- Lead on the provision and coordination of a specialised reference service support for users of Library Special Collections in both the John Paul II and the Russell Libraries
- Work, in conjunction with relevant library and academic staff, to realise the teaching and research potential of special collections in support of the research aims of both Maynooth University and St. Patricks College Maynooth
- Promote Special Collections at institutional level and beyond and represent the Library on national and international committees
- Work closely with the Digital Services Unit, in particular the Digital Services Manager to identify, prioritise, and prepare materials for digitisation and long-term access
- Actively participate in library strategic planning, particularly in the areas of Special Collections and preservation, library emergency planning and business continuity measures
- Participate in a variety of projects at departmental and library level
- Any other duties as assigned by the Librarian or their nominee.

The ideal candidate will have:

Mandatory:

- A degree and a postgraduate qualification in Librarianship
- Knowledge and experience of current and emerging trends in rare books and manuscripts curation and the key aspects of special collections librarianship
- Clear experience of managing staff, resources and customer-focused services
- Clear evidence of ability to project manage, and meet deadlines
- Ability to lead and work both independently and as part of a team
- Excellent communication and interpersonal skills, with the ability to work effectively with a range of colleagues and stakeholders
- Familiarity with relevant cataloguing standards (e.g. MARC, RDA, DCRM, LCSH).

Desirable:

- Experience of public engagement activities in a university/museum/gallery
- Some knowledge of digital collections and social media tools
- Knowledge of Irish bibliography and/or history of the book
- Knowledge of data protection and copyright and intellectual property rights

The Library

There are two main buildings - the John Paul II Library and the Russell Library, both of which hold significant rare book, archive and manuscript collections. Notable items in these collections include:

- Archives of significant figures from scholarship, activism and literature,



- Gaelic manuscripts dating from the 15th to the 19th century
- English, Latin and French manuscripts from the 11th century
- A world class Bible collection of over 2500 items covering nearly 600 languages
- Cuneiform tablets from pre-Christian Mesopotamia
- A variety of incunabula from the 15th century
- The Otway-Maurice collection from St. Canice's, Kilkenny, containing over 3000 rare items

Access is also provided to over 500,000 electronic books and 70,000 electronic journals.

The overall strategy for Maynooth University Library is articulated in the current Library Strategic Plan. Further information about the Library can be found on the Library's website, <https://www.maynoothuniversity.ie/library> , and social media platforms.

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 17,000 students on a campus with 18th century roots and 21st century dynamism.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. We offer a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education, along with a range of international programmes and partnerships.

The strategic trajectory and accomplishments of Maynooth University, since its establishment as an autonomous public university, are exceptional and a source of great pride to the university community, staff, students and alumni. Maynooth University ranked in the top 90 global Times Higher Education (THE) Young University rankings in 2024. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University's Values

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:



- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values. Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three. For more information about Maynooth University's future direction, please visit: <https://strategy.maynoothuniversity.ie/>

Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treoclár seo ár dtiomantas do dhul i dtaithe ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad: <https://strategy.maynoothuniversity.ie/?lang=ga>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops



- Employee Assistance Programme
- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during March 2026;
- The appointment is expected to be effective as soon as possible thereafter.

Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy / Polasáí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

Maynooth University is an equal opportunities employer and is committed to supporting applicants to enable their full participation in the recruitment process. Applicants are invited to disclose a disability during the recruitment process to ensure adequate measures are in place to enable their full participation.

Terms and Conditions

Tenure	This is a full-time, permanent post.
Salary	Assistant Librarian – Grade I (2025): €61,259- €71,717 p.a. (6 points) Appointments will be made in accordance with public sector pay provisions.



Hours of work	<p>A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).</p> <p>This can be reviewed or adjusted from time to time through national agreements.</p>
Location	<p>The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.</p>
Annual Leave	<p>Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</p> <p>Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.</p>
University policies and schemes	<p>Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:</p> <p>https://www.maynoothuniversity.ie/university-policies</p> <p>https://www.maynoothuniversity.ie/human-resources/policies</p>
Pension	<p>This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information</p>
Eligibility	<p>Applications from non-EEA citizens are welcomed. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</p> <p>Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.</p> <p>Former Irish Public Service employees - Certain Restrictions on Eligibility</p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service</p>



	<p>Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> • Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

Application Procedure

Closing Date:

23:30hrs (local Irish time) on Wednesday, the **4th of March 2026**.

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer



The position is subject to the Statutes of the University

