



JobBridge – do more with less, or just right?

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Head of Collections

Overview



- L&RS Services
- Strategies to manage in a downturn
- JobBridge
- L&RS experiences

L&RS Staff



Library & Research Service
November 2011

Head of Library and Research Services

Head of Research

Head of Collections

AP Fol
Records
Management

Committees Team

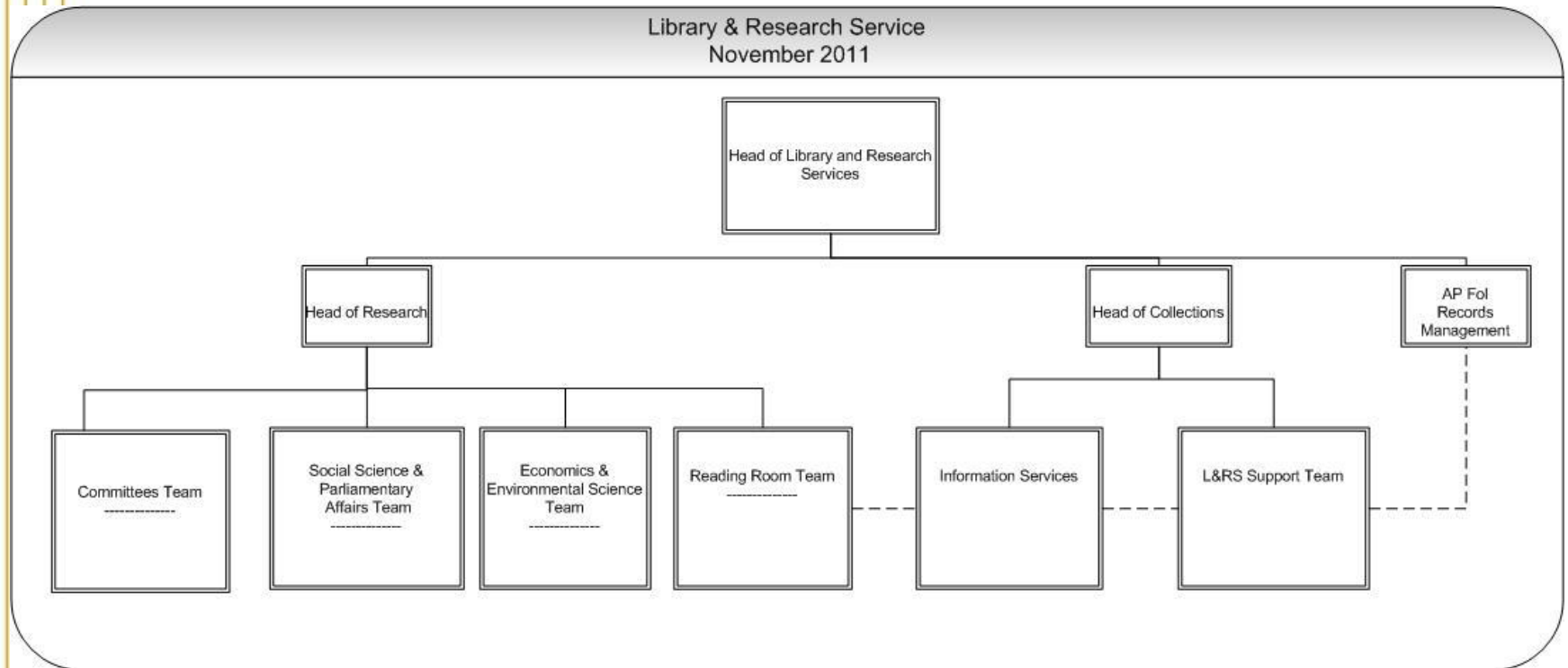
Social Science &
Parliamentary
Affairs Team

Economics &
Environmental Science
Team

Reading Room Team

Information Services

L&RS Support Team



Collection Requirements



- Collections must support full spectrum of research queries
- Query types suggest there is little need for subject silos
- Local, National and International Sources
- NERTS

L&RS Services



Article / Book Requests

Newspapers and Press Monitoring

On Demand Research

Proactive Research

LAS – Bills Digest – Debate pack

Economic Indicators

Spotlights

Fol – Records management

Manage services



- Set priorities
- Review the User Entitlement Guide
- Develop better self service based strategies and reduce other services
- Job Bridge

Better self service



- Information skills training sessions
- Procure Discovery Tool
- Use web 2.0 type tools, blogs, RSS, current awareness
- Gradual reduction in answering document requests or research queries where the information is available online.

Job Bridge



National Internship Scheme



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Information for
Interns

Information for
Organisations

Search for an
Internship



Welcome,

JobBridge is a new National Internship Scheme that will provide work experience placements for interns for a 6 or 9 month period.

The aim of the National Internship Scheme is to assist in breaking the cycle where jobseekers are unable to get a job without experience, either as new entrants to the labour market after education or training or as unemployed workers wishing to learn

Participating
Organisations



Criteria



- Cannot undertake tasks of insitu staff, or displace an employee
- Need to clearly define the role(s)
- Need to assign a mentor

- Agreed 3 roles
- 2 X cataloguers for Historical Bills, committee reports
- 1 X history Graduate for research into collections

Application process



- Draft a job template
- Post on FAS.ie
- Shortlist candidates
- Hold Interviews
- Get Garda clearance
- Induction
- Training Plan (as per template)

Conditions



- 12 page standard agreement
- 6 or 9 month placement
- 30-40 hours per week
- Developmental work placement

Mentor



The Host Organisation must assign a mentor to the intern for the duration of the internship, to provide the following:

- ongoing support
- to be a point of contact for the intern throughout the internship
- provide an induction
- ensure the opportunity to learn/apply skills in the workplace described below is available to the intern
- they may also provide formal mentoring (see Toolkit on www.jobbridge.ie)

Skills Inventory



Flexibility/Adaptability

Managing multiple priorities

Interpersonal skills

- Leadership/Management skills
- Coaching individuals
- Managing people
- Supervising people
- Problem solving
- Building relationships
- Team relationship skills
- Client relationship skills
- Time management
- Professionalism
- Delivering a quality service
- Business focus
- Accountability
- Drive and resilience
- Ability to work under pressure
- Planning and organising
- Working on own initiative
- Communication (listening, verbal, written)
- Preparing written communications
- Reporting on information
- Writing letters/papers/proposals

Presentation skills

- Research skills
- Analyzing data
- Administering programs
- Planning agendas/meetings
- Planning organisational needs
- Advising people
- Setting up demonstrations
- Generating accounts
- Budgeting expenses
- Calculating numerical data
- Handling complaints
- Handling detailed work
- Adapting new procedures
- Coping with deadlines
- Investigating problems
- Selling products
- Teaching/instructing/training individuals
- Maintaining accurate records
- Overseeing operations
- Conducting interviews
- Conducting meetings
- Developing plans for projects
- Interacting with people at different levels
- Providing customers with service

Benefit for Interns



- Gain work experience and add to CV
- Apply knowledge learned in training or education in a work environment
- Enhance skills and learn new ones through workplace learning
- Explore a new career path
- Gain networking opportunities and keep close to the labour market
- Build confidence through work experience.

Advantages of scheme



- Creative use of roles (s) – the “we always wanted to”type works
 - L&RS recruited a history graduate
- Enthusiastic, eager to learn

Lessons learnt



- Time investment to manage
 - Monthly compliance reports
 - Completion reports
- Technical limitations in process
 - Full job description was not imported into FAS.ie (only 400 characters)
 - Candidates at interview were unsure as to the exact nature of the role

Conclusion



- The scheme works
- Think hard about the required roles
- Set criteria as per normal job interview
- Have an induction plan
- Have a development plan
- Give them opportunities