

VACANCY NOTICE V/AD/LIB/1/2022

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list for the post of

Information Specialist for History **(Temporary agent post, type 2a, AST 03¹)** in the **Library**

Who We Are

The [European University Institute \(EUI\)](https://www.eui.eu) at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>

The EUI strives to secure the highest standards in the employment of the staff, with due regard to the importance of reflecting both gender balance and a wide geographical basis, with reference to its contracting states.



Our Unit

The EUI [Library](#) supports research at the Institute with a team of 20 librarians and information specialists. Over 40 years of investment in collections, services and infrastructure have resulted in an internationally recognised social science research library, valued for its multi-national character and the high quality of its collections with a special emphasis on Europe.

Most of the Library's print holdings are on open shelving. In addition, the Library provides its users access to an extensive collection of databases, full text e-journals, eBooks and electronic working papers. The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents. The EUI subscribes to the principle of Open Access. Library staff strives to work with the academic community to increase the content, coverage and visibility of the EUI research repository, Cadmus.

¹ cf. Annex II

Your Key Responsibilities

The EUI is looking for a knowledgeable **Information Specialist in the field of History** to develop and curate the unique History and Humanities collection of the Library, and to set down a policy of the collection.

The Information Specialist will be working closely with the [Department of History](#) and will be providing Library services to the EUI professors, students and scholars in regards to their publications, data and information literacy training needs.

The main duties may include the following:

Representation/Communication:

- Liaising effectively with members of the History Department and other members of the EUI community to anticipate their needs and embed library support in their research workflow;
- Delivering learning opportunities such as web research guides (on a variety of platforms), research consultations, and video tutorials;
- Providing group and individual training (in-site and online) on History Library resources and services;
- Representing the EUI Library at appropriate international and national events.
- Participating actively in Library Working Groups and other EUI committees.

Policy/Strategy Making:

- Managing and implementing the collection policy development according to research trends and the History Department's research projects;
- Contributing to strategic and operational planning to enhance Library services and develop and update collection policies;
- Drawing up a charter of services for scholarly communities;
- Advising the Director on academic-related Library issues;
- Envisaging and developing strategic partnerships with other libraries, archives and similar institutions in order to expand the EUI Library's support network and to facilitate the discoverability and accessibility of sources for EUI researchers;

Level of autonomy and accountability:

- Reporting directly to the Director;
- High level of autonomy in the implementation of assigned tasks.

Managing people/Role in HR processes:

- Coordinating staff and/or trainees when necessary;
- If requested, coordinating of Working Groups and participating in Library selection committees.

Level of Expertise:

- Acting as subject matter specialist on the EUI's History Department research themes;
- Acting as subject matter specialist and applying knowledge in the fields of:
 - collections and academic information providers in the Humanities;
 - scholarly publishing cycle;

- trends and developments in the field of Digital Humanities and their practical implementation in academic research;
- quantitative and qualitative assessment processes of scientific outputs in Humanities;
- Delivering expert training on information literacy, both in person and online;
- Applying best practices in data management planning, description, access and discovery.

Role in administrative processes:

- Acquiring, classifying and indexing the History collection, including EUI scientific outputs;
- Delivering information services to EUI historians;
- Analysing, curating, redistributing and weeding the History collections of the Library;
- Undertaking thematic collection inventory;
- Providing advice on scholarly publishing matters, including scholarly communications, conventional and new forms of publishing, open access and copyright issues;
- Advancing the impact of the EUI's research repository (Cadmus) through augmented content, enhanced functionality, and increased dissemination;
- Facilitating the implementation of the new EUI regulations on the obligatory online publication of EUI theses;
- Evaluating other scholarly information resources relevant to Digital Humanities at the EUI;
- Providing Library front desk information services.

Finance and procurement responsibility:

- Acting as advisor in procurement processes, when necessary.

Budget Management

- Acting as member of the Acquisitions Working Group;
- Managing collection development in line with the Library budget availability.

Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results

Competencies specific to the **unit** and the **role** include the following:

- Project and task management
- Working with others
- Sharing knowledge
- Willingness to learn
- Stakeholders orientation
- Creativity & Innovation



- Networking
- Presentation skills
- Reporting skills

The competencies mentioned above may be assessed at the written test and/or interview stage.

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- Access to all EUI facilities: library, PC rooms, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



Read more on [Work and Life of EUI Support Staff](#).

How To Apply

Applications must be submitted electronically using [the V/AD/LIB/1/2022 online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 27/06/2022 at 23:59 CEST

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties².

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.

2.2 Professional experience³

By the deadline for applications, and in addition to the qualifications required above, you must have at least **three years** of relevant professional experience gained after obtaining the diploma required under 2.1.

2.3 Knowledge of Languages⁴

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

² As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

³ Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

⁴ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

Essential

- University degree or professional course attested by diploma in Library Information Science and/or a university degree in History or related disciplines;
- At least three years of work experience in academic, specialised or research libraries;
- Proven experience in delivering trainings on information literacy;
- Demonstrated knowledge of established practices and emerging trends in history collections and research collection development (such as: management, description, access and discovery of academic publications, data and resources);
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- PhD in History or in related disciplines;
- Proven experience with the use of digital history tools, including digitalisation of primary sources, working with a variety of scholarly outputs, and publishing policies (copyright and open access solutions);
- Demonstrated ability to communicate Library services and collections efficiently and effectively, evidenced by relevant professional experience;
- Proven experience in social media usage in historical research.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the "Your key competencies" section on pages 3-4.