VACANCY NOTICE V/AD/LIB/3/2025

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[1] for the post of

Systems and Assessment Librarian

in the Library
(Temporary agent post, type 2a, AST04[2])

The European University Institute (EUI) seeks an outstanding and highly motivated individual to manage and analyse data from its Library systems, collections, and services. This role ensures the integrity of the EUI Library's digital infrastructure and transforms data into actionable insights that support planning, innovation, and service improvement.

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;

- a research university focusing exclusively on **post-graduate, 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

Our Unit

The EUI **Library** supports research at the Institute with a team of 20 librarians and information specialists. Almost 50 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

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[1] The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. President's decision No 15/2021of 27 April 2021 laying down a procedure for the use of reserve lists.
[2] Cf. Annex II

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.

The **Systems and Assessment Librarian** is a key position within the EUI Library, designed to address the growing complexity of managing, analysing, and leveraging the data generated through its systems, collections, and services. In a context where electronic information, metadata, and usage evidence have become fundamental assets for academic libraries, this role ensures that the EUI can safeguard the integrity of its digital ecosystem while strategically exploiting it to advance institutional objectives.

This position helps transform large volumes of operational and bibliographic data into reliable knowledge that supports accountability, evidence-based planning, and service innovation. In doing so, the Systems and Assessment Librarian strengthens the Library's capacity to align resources with the evolving needs of the scholarly community, ensure efficiency in workflows, and anticipate new developments in digital scholarship and information management.

The main duties may include the following:

Level of Expertise

- Acting as subject matter expert for the assessment of library systems, data and workflows.

Role in administrative processes

- Contributing to programmes and projects by providing administrative and logistical support;
- Leading internal and external projects aimed at managing data and description services;
- Keeping control of the data processed during the activities of the Library and stored in the systems that the Library uses to run those activities;
- Ensuring the quality, integrity and clean-up of the data stored in Library systems.
- Using data analytics tools to provide reports, dashboards, visualisations, and analysis of quantitative and qualitative data;
- Collecting, storing and analysing statistics on library usage, collections and services, using data coming from library systems, vendor statistics, observations, surveys, web analytics, interviews, and focus groups etc.;
- Supporting communication and publishing of findings, datasets, and reports to library staff in support of decision-making, and preparing reports, data, and findings for dissemination to external audiences as appropriate;
- Overseeing system data import/export routines and processes with third-party systems.

Level of autonomy and accountability

- Reporting to the Library Director and working in close collaboration with the Coordinator of the Back Office;
- Accountable for own work.

Representation/Communication

- Representing the Library internally and externally, and conducting negotiations with external stakeholders;

- Participating actively in internal and external working groups, international professional organisations and collaborative initiatives.

Policy/Strategy Making

- Contributing to the Library's strategy, vision, mission and objectives by drafting documents, analyses and briefings.

Finance and procurement responsibility

- Participating in evaluation committees for tender procedures.

Budget management

- Preparing budget estimates;
- Contributing by annual reports for project portfolios by providing data insights for project portfolios.

Managing people/Role in HR processes

- Supervising the work of other staff;
- Acting as a coach/mentor to other staff.

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 **role** include the following:

- Organisational alignment
- Technological awareness
- Knowledge – IT
- Strategic Thinking
- Creativity & Innovation

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

Read more on EUI Competency Framework

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 administrative 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, 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 **online application form** available at https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts

CLOSING DATE FOR APPLICATIONS: 27 November 2025 at 23:59 CET

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 <u>all</u> 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 their 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 duties[3].

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 2.3.

Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate (*'statement of comparability'*); otherwise, your application will be deemed ineligible.[4]

2.2. Knowledge of Languages[5]

- 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.

2.3. Professional experience[6]

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[3] 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

[4] If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

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

[6] 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.

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

SELECTION CRITERIA

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

Essential

1. At least five years of professional experience of working with Library systems and operations;
2. At least 2 years' experience providing research services, managing metadata, or supporting data curation within an academic or research institution;
3. Knowledge of and experience in working with library metrics;
4. Knowledge of and experience in data representation standards and data description languages (e.g. JSON, XML, YAML, OWL);
5. Proven knowledge of internationally established library standards and practices: e.g. MARC, RDA, Bib frame, DDC, Dublin Core, DOI, Counter, Edi fact, KBART, gained through professional experience and/or training;
6. Excellent knowledge of English, both spoken and written (CEFR level: C1)

Advantageous

7. University degree or specialised training in Library and/or Information Sciences or other relevant fields;
8. Experience in preparing data for analysis and visualization;
9. Knowledge of API and web services concepts, gained through professional experience and/or training;
10. Knowledge of additional EU languages (CEFR level: B1 or above).

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