



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

NAME OF POSITION: SENIOR ARCHIVIST – DUBLIN CITY LIBRARY & ARCHIVES

POSITION No: 45/2019

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON
THURSDAY, 22ND AUGUST 2019**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR SENIOR ARCHIVIST – DUBLIN CITY LIBRARY & ARCHIVES MAY BE FILLED.

Dublin is an international capital city and is the economic engine of the region and state. **Dublin City Council** seeks to enhance the city's attraction as a place in which to invest, to work, to live and to visit. Dublin City Council takes the lead role in shaping the strategic vision of the city. It provides a diverse, multilayered and evolving range of services to both citizens and visitors to Dublin, which includes the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin City Archives contains records of the civic government of Dublin from 1171 to the 21st century. These records include City Council and committee minutes, account books, correspondence, reports, court records, charity petitions, title deeds, maps and plans and drawings all of which document the development of Dublin over eight centuries. Dublin City Archives also acquires private collections that relate to the history of the city of Dublin or to individuals who worked within the Municipal City. An active donations and acquisition policy is pursued. Collections acquired include the Irish Theatre Archive (1982); the Royal Dublin Fusiliers Association Archive (2005); the Dublin City Archaeological Archive (2010) and the Dublin City Sports Archive (2010).

The Archive service in Dublin City Council functions as a co-ordinated service alongside the public library service and is located in the Public Libraries Headquarters in Pearse Street.

THE JOB

The **Senior Archivist** is a professional managerial role at Grade VI level and is central to the delivery of Dublin City Archives' frontline service, involving a shared responsibility for managing resources, staff, programmes and archive services to the public and to Dublin City Council. He/She will work as part of a team led by the Dublin City Archivist. The Senior Archivist's working hours will be in line with Dublin City Libraries and Archives public opening hours.

THE IDEAL CANDIDATE SHALL

- have the ability to lead, manage and supervise a team effectively
- have strong interpersonal and communications skills
- have an understanding of the professional and administrative roles of Senior Archivist and a commitment to Continuous Professional Development (CPD)

- have the ability to work with colleagues from Dublin City Libraries, other Dublin City Council departments and outside organisations
- have experience of promoting public engagement with archival holdings and history and heritage
- have excellent IT, Web and Digital skills and experience of using a wide range of technologies including digitisation.
- Have experience of digitisation and digital asset management system procedures
- have a good understanding of Local Government and a commitment to public service
- have relevant administrative experience
- have good knowledge and awareness of Health and Safety legislation and Regulations, the implications for the organisation and the employee and their application in the workplace

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications:-

- (a) hold a primary degree and post-graduate qualification in archives administration from a recognised third-level institution;
- (b) Have a minimum of two years' experience working as a professional archivist;
- (c) Possess a high standard of training and experience;
- (d) Have an awareness of Health and Safety Legislation and Regulations and their application in the workplace.

DUTIES

The duties of the post include, but are not limited to, the following: -

- (i) Providing frontline archive services to the public and to Dublin City Council, in person and through all available communications channels;
- (ii) Managing day to day running of frontline archive services to the public;
- (iii) Managing performance and service delivery to expected standards in line with targets, plans and policies;
- (iv) Providing service analysis and reports as required, using diverse communications channels;
- (v) Planning, organising and participating in programmes, exhibitions, events and activities;
- (vi) Building relevant partnerships and networks;
- (vii) Professional archivist duties as required including surveying, processing and listing of official and private collections;
- (viii) Promoting public engagement with the City's archival holdings and history and heritage;

- (ix) Playing a central role in the digitisation of the City's archival holdings;
- (x) Corporate records management and other administrative duties as required;
- (xi) The Senior Archivist will, in co-operation with other professional staff at Dublin City Archives, be responsible for the custody and care of archive collections at the City Archives and for control of access to these, having regard to the provisions of General Data Protection Regulation (GDPR);
- (xii) Such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- Posts of **Senior Archivist** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- Where a competition has been advertised on a Rolling Recruitment basis, rounds of candidates may be progressed to eligibility/shortlisting/interview stages, while the competition remains open for new applications. Provided a position remains open for applications, candidates who are unsuccessful at interview for a rolling recruitment position may reapply. However, an exclusion period for a second or subsequent interview may apply. For further details please read the *Additional Candidate Information Booklet*.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that he/she possesses the qualifications declared for the post and that he/she is otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning and Local Government sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.

- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint him/her.

INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies.

SALARY

The salary scale for the position of **Senior Archivist** is: -

€46,770; €47,898; €49,260; €51,818; €53,345 (Maximum); €55,246 (1st LSI) (after 3 years satisfactory service on the Maximum); €57,157 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning, Community and Local Government. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **37 hours per week**.

All applicants must refer to the Additional Candidate Information Booklet, which can be found on Dublin City Council's Digital Recruitment Platform, for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to his/her candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

CLOSING DATE

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

For any queries please contact hrqueries@dublincity.ie

Applications must be submitted before Midnight on Thursday, 22nd August 2019.

Dublin City Council, Human Resources Department

This document is also available in Large Print, High Contrast Print and Braille on request.