



DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire – Rath An Dúin

CANDIDATE INFORMATION BOOKLET

ARCHIVIST- PERMANENT WHOLETIME - OPEN COMPETITION COMP I.D. 011888

CARTLANNAÍ - BUAN LÁNAIMSEARHA - COMÓRTAS OSCAILTE COMÓR I.D. 011888

**COMPLETED APPLICATIONS MUST BE EMAILED TO CAREERS@DLRCOCO.IE
BY THE CLOSING DATE 12 NOON ON 25th SEPTEMBER 2025**

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QUALIFICATIONS

1. CHARACTER:

Candidates shall be of good character.

2. HEALTH:

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

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATION, TRAINING, EXPERIENCE ETC:

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

- a. Primary degree in a relevant discipline.
- b. Hold a qualification of at least QQI level 9 on the National Framework of Qualifications* in Archival Studies/records management from a course accredited by the Archives and Records Association (UK & Ireland) or equivalent professional body in jurisdiction outside Ireland or the U.K.
- c. Have at least two years satisfactory post-qualification experience of working as an archivist or records manager

* Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

The ideal candidate will:

- Demonstrate knowledge of best professional practice and appropriate standards with regard to the management of records and archives.
- Demonstrate knowledge of current information governance requirements and legislation, e.g. Data Protection Act 2018, Freedom of Information Act 2014, Copyright and Related Rights Act 2000 etc.
- Have excellent relevant IT experience including experience of working on projects to digitise records
- Demonstrate strong communication skills including experience in presenting and report writing.

ARCHIVIST COMPETENCIES

Candidates will be expected to **demonstrate sufficient evidence of such competencies within their application form and at interview**. Any short-listing or interview processes will be based on the information provided by candidates on their application form:

The key competencies for the role are as follows:

COMPETENCY	BEHAVIOURS
Management & Change	<ul style="list-style-type: none"> • Is effective in translating corporate mission and objectives into operational plans and outputs; • Develops and maintains positive, productive and beneficial working relationships; • Effectively manages the introduction of change and demonstrate flexibility and openness to change.
Delivering Results	<ul style="list-style-type: none"> • Contributes to the development of operational plans and leads the development of team plans; • Plans and prioritises work and resources effectively; • Establishes high quality services and customer care standards; • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.
Leading, Motivating, Managing Performance and Communicating Effectively	<ul style="list-style-type: none"> • Ability to lead, motivate and engage employees to achieve quality results and to deliver on operational plans; • Ensures compliance with Health & Safety Legislation • Effectively manages team and individual performance; • Has good and effective written and verbal skills. • Ability to work with internal and external stakeholders
Personal Effectiveness	<ul style="list-style-type: none"> • Takes initiative and seeks opportunities to exceed goals; • Manages time and workload effectively; • Maintains a positive, constructive and enthusiastic attitude to their role. • be computer literate including the ability to use word processor, spreadsheet and database computer packages;
Knowledge	<ul style="list-style-type: none"> • Demonstrate an understanding of the role of Archivist; • Demonstrate and understanding of relevant IT and digitation technologies; • Has knowledge and understanding of Local Authority functions and structures; • Understanding the Role of the Elected Members; • Possess a thorough knowledge of health and safety legislation and its implications for the workplace;

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JOB SPECIFICATION

1. The office is wholetime, permanent and pensionable.

2. SALARY:

€57,322, €58,689, €60,356, €63,491, €65,363, €67,690 (LSI 1) €70,030 (LSI 2) (Rates at 01/08/2025)

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Environment, Community and Local Government.

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

3. SUPERANNUATION CONTRIBUTIONS

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age is linked to the State Pension age which is currently 66 but may be subject to change.

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

4. DUTIES:

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 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 them 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.

The duties of the post include the following:

- Providing a professional, proficient and courteous frontline archives service to staff within the Council, Elected Members, and to the general public, through all available communication channels;
- Managing the processing of all collections, and updating the catalogues to meet the ISAD(G);
- Managing the design and delivery of the county archive;
- Manage the record disposition process to ensure timely disposal on non-archival records in line with GDPR and the National Retention Policy.
- Put in place arrangements for the permanent preservation of records of archival value.
- Manage day-to-day running of frontline archive services to the public including the archives budget, staff, procurement, research and storage facilities;
- Cataloguing, maintaining and organising Dun Laoghaire Rathdown County Council's archival collections.
- Providing appropriate access to archives in line with Section 80 Local Government Act 2001 to internal and external users.
- Manage and extend Dun Laoghaire Rathdown County Councils Archives Digital Archives to maximise online public access to original collections.
- Work with internal and external stakeholders to develop and implement a strategy and programme for Digital Preservation for born digital public records and record keeping systems.
- Prepare, process and manage digital archives using appropriate systems/software; advise on formats, method of transfer, metadata standards.
- Undertake ongoing research into new and evolving opportunities for digital preservation.
- Manage all aspects of premises maintenance and storage environments, including ongoing delivery of disaster preparedness for all stakeholders.
- Assess and select archives for priority conservation and digitisation.
- Plan, organise and participate in programmes, exhibitions, events, and activities; Build relevant partnerships and networks; Promote public engagement with Dun Laoghaire Rathdown's archival holdings and history and heritage.
- Providing service analysis and reports as required, using diverse communications channels;
- Prepare applications for grant-aid.

- Manage performance and service delivery to expected standards in line with targets, plans, and policies.
- Raising the profile of the Archives service, internally and externally, through outreach, activities including events, exhibitions and publications;
- Build on existing partnerships and networks with local historical groups and societies, donors and potential donors;
- Supporting the implementation of the Council's Records Management Policy;
- Initiating and implementing digitization projects and contributing towards a digital repository;
- Planning and procuring a schedule of conservation and re-binding work;
- Liaising with various internal committees and teams which have an archives/records management remit,
- Ensuring that Dun Laoghaire Rathdown County Council complies with Section 65 of the Local Government Act, 1994 (as amended);
- Undertake any other duties of a similar nature and responsibility, as may be required or assigned from time to time.

5. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 35 hours per week.

6. ANNUAL LEAVE

Annual leave entitlement for the position of Archivist is 30 days per annum in accordance with Department of Environment, Community and Local Government Circular LG(P) 07/2011.

7. PROBATION:

When a person is not already a permanent officer of a Local Authority in Ireland and is appointed to a permanent office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year.
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

8. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

9. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or behalf of the Local Authority. The interview will be competency based and marks will be awarded under the competency skill sets identified for the position of Archivist as outlined above. Candidates will also be required to demonstrate knowledge of the key duties and responsibilities for this role. Please note that the interview may be held in person or on online.
- ii. DLRCC reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Following receipt of all applications, job applicants may be shortlisted for assessment based on the extent to which they meet the criteria from the job description and / or where it would not be practical to interview all applicants. Aptitude Testing may in some circumstances be used to facilitate the shortlisting process. If required, the testing will be performed through a 3rd party provider and submission of an application for employment

is regarded as consent to share your information for the purposes of short-listing and recruitment. Your information will be provided for the sole purpose of shortlisting suitable candidates and for no other purpose. Dún Laoghaire-Rathdown County Council will ensure any 3rd party fully complies with GDPR and Data Protection legislation. **It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency heading which are detailed above.** Short-listing does not suggest that candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing, Aptitude Test and/or Preliminary Interview or combinations thereof.

- iii. If a candidate wishes to appeal either a short-listing or interview board decision, they must do so within **five** working days of being notified of this decision. The appeal must clearly state the grounds of appeal which must be emailed to The Appeals Officer recruitment@dlrcoco.ie, the HR Department will evaluate the grounds of the appeal. If grounds for an appeal are not upheld, HR Management will notify the candidate in writing of this outcome and no further action will be taken. If the grounds upon which the appeal is made are upheld, the HR Department will notify the candidate of this outcome and corrective action will be taken. The decision of the HR Department on the appeal is final.
- iv. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- v. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- vi. An applicant who withdraws their application at any stage of the competition will not be permitted to re-enter the competition at a later stage.

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 DLRCC 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 subject of Garda Vetting’.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- 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.
- DLRCC 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 Council, or who does not, when requested, furnish such evidence as Dún Laoghaire-Rathdown County Council require in regard to any matter relevant to their candidature, will no longer be considered for selection.
- All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Dún Laoghaire Rathdown County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Dún Laoghaire-Rathdown County Council and your employment will cease with immediate effect.

- In the event of an offer of employment each candidate be required to provided evidence that they meet all the criteria as set out above and on receipt of satisfactory references.

Completed applications on the official form should be e-mailed to careers@dlrcoco.ie no later than 12 noon on **Thursday 25th September 2025** Applications received after the closing time and date will not be accepted.

Note Re Canvassing:

Any attempt by a candidate themselves, or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Dún Laoghaire-Rathdown County Council is committed to a policy of equal opportunity and encourages applications under all nine grounds of the Employment Equality Act.