



CANDIDATE INFORMATION PACK

The Discovery Programme, Centre for Archaeology and Innovation Ireland is committed to a policy of equal opportunity.

Project Archaeologist – Derragh Post-Excavation and Reporting

The Discovery Programme: Centre for Archaeology Innovation Ireland is seeking to fill the post of Project Archaeologist to progress post-excavations works arising from the Lake Settlement Project excavations at Derragh, County Longford, undertaken by Dr Christina Fredengren and Birgitte Larsson.

Nature of Employment:	This is a fixed-term, fixed-purpose appointment for 12 months (subject to successful completion of a six months probationary period and satisfactory performance in post), with potential for extension.
Salary:	In the region of €39,272.00-€45,573.00 per annum (pro rata) (Point 4 – Point 6 Archaeologist Scale 65175(3))
Current Location:	Merchants House, Merchants Quay, D08 K3KD, Ireland. Company Reg. No. (CRO): 243328 Reg. Charity No. (RCN): 20036973 Charity Revenue No. (CHY): 12549.
Reporting to:	Chief Executive Officer or their nominee
Completed Applications to be received by:	No later than 12 noon on Friday 17 June 2022
Expected employment start date:	Preferably no later than September 2022

Supported by

An Chomhairle Oidhreachta
The Heritage Council



General

The Discovery Programme (a company limited by guarantee) is a publicly funded institution for advanced research in the archaeology of the island of Ireland. It engages in archaeological and related research, to benefit the community by deepening our understanding of Ireland's past.

The mission of the Discovery Programme is to enhance the understanding of Ireland's past through archaeological and related research, establish research programmes, promote this research and the appreciation of Ireland's archaeological heritage and to co-operate with other all-island and international archaeological bodies. We are working to support the research community, providing research leadership and supporting strategic policy development and evidence-based decision-making.

Background

The Project Archaeologist - Derragh Post-excavation and Reporting will have a lead role in moving forward the completion of a significant excavation undertaken as part of the Discovery Programme's *Lake Settlement Project*. The excavations at Derragh, County Longford were directed by Dr Christina Fredengren and Birgitte Larsson (Archaeological License Number 03E0942 refers; see also entries 2003:1205 and 2004:1045 at www.excavations.ie). On-site works were carried out over several seasons and focussed on what appeared to be an artificial island or platform approximately 18m in diameter, situated in what is now water-meadow near the channel of the River Inny, Lough Kinale. The wetland environment of the site resulted in significant preservation of organic remains, and the occupation area was composed of layers of stone, brushwood and peat within which were significant deposits of charcoal, plant remains, lithics and organic artefacts. The site has been dated, through radiocarbon sampling, to the Mesolithic period.

The material culture of this site, along with its wetland environment and significant preservation of organic remains, presents a major opportunity for important discoveries about the Irish Mesolithic. Its geographical location, in the Irish Midlands, and the material retrieved from the site, may be considered in local, national and international contexts, with implications for our collective understanding of settlement, survival and change in this period.

From the time the on-site investigations were completed there has been a significant range of post-excavation analysis undertaken on the assemblages that were recovered from the site. A number of short reports on the excavations were published between 2003-2009, while further substantial environmental reports were published in the Irish Quaternary Association field guides in 2018 and 2019. The Discovery Programme is seeking to draw together the findings of the excavations in order that this element of the *Lake Settlement Project* be brought to a conclusion, with the results of the investigations shared with the wider public and the site archive deposited for long-term curation, recognising the work undertaken at this site by Dr Christina Fredengren and Birgitte Larsson.

The Discovery Programme is working in collaboration with University College Dublin to progress this project. Under the terms of an agreement between these organisations the

Discovery Programme will recruit an archaeologist to undertake the key tasks outlined at Appendix 1 of this Candidate Information Pack. The successful candidate will be an employee of the Discovery Programme, reporting to the Chief Executive Officer or his nominee, and will be based in the Discovery Programme's offices in Dublin. Academic support and oversight of this project will be provided by Professor Graeme Warren, University College Dublin. This support will help guide this phase of work, drawing on extensive knowledge of the archaeology of the Irish Mesolithic as well as environmental research, and provide external input and challenge to the project as its final stages take shape.

It is not expected that the final report on the excavations at Derragh will be completed at the end of this 12-month appointment. Rather, on completion of this assignment the Discovery Programme will be in a position to clearly set out the remaining works that are required along with a costed schedule of activities so that informed decisions may be made around the next steps in bringing this element of the *Lake Settlement Project* to a conclusion.

Role and Responsibilities

The key tasks (deliverables) in respect of the post of Project Archaeologist - Derragh Post-excavation and Reporting are set out in detail at Appendix 1. The following is a summary of associated roles and responsibilities relating to this appointment:

1. To plan, develop and deliver the agreed schedule of work in respect of post-excavation reporting requirements for the Discovery Programme's works at Derragh;
2. To deliver the tasks outlined at Appendix 1 of this Candidate Information Pack;
3. To support the provision of information about the project for use in public information resources including social media;
4. To liaise with the Chief Executive Officer, the Academic Supervisor, specialists and other stakeholders involved in this project;
5. To work with staff in the Discovery Programme, recognising the wider organisation's ongoing activities and priorities, to progress this project;
6. To organise, co-ordinate and support the delivery of key engagement events such as conferences, seminars, workshops and training events;
7. Any other duties as may be reasonably required from time to time in respect of this post.

The post holder will be expected to conduct their duties to assist in the progression and delivery of this project within the overall objectives of the Discovery Programme, within time and budgetary constraints. This will include representing the Discovery Programme at meetings and events around Ireland, and occasionally attending meetings and events outside of Ireland. From time to time the post-holder may be required to work additional hours as may be reasonable and necessary for the proper performance of their duties, subject to the limits set down in statute and the flexible working arrangements of the Discovery Programme Staff Handbook.

The Discovery Programme operates a Performance Management Development System that outlines key objectives and personal development for staff, and as a means of recording performance across the annual reporting cycle.

The Person

The Discovery Programme is seeking an individual who is highly motivated, focused upon results while at the same time respecting and following instruction and processes that relate to their work. We are looking for someone who has:

- Excellent written and verbal communication skills;
- Excellent practical skills in the delivery of archaeological research activities;
- Strong organisation and time management skills.
- Sound academic and practical knowledge about:
 - archaeological remains generally found on the island of Ireland;
 - environmental archaeology; and
 - the archaeology of the Mesolithic period in Europe.
- Understands the work of the Discovery Programme and its role in archaeological research on the island of Ireland and with international partners;
- Demonstration of successful project completion;
- Can ensure accuracy and attention to detail;
- Strong interpersonal skills and ability to work well with others including a wide range of audiences that include specialist practitioners and general interest groups;
- Ability to prioritise work load; and
- Flexibility and adaptability in the context of remote working arrangements.

Application and Selection Process

Candidates will be required to demonstrate through their application that they:

- fulfil the key criteria identified for this post, including qualifications and experience;
- that they have the key competencies required for this post;
- have the ability to successfully undertake the duties outlined for this post.

Stage 1 – submission of applications and preliminary review

Applications must be received prior to the closing date and time stated, that is **12 noon on Friday 17 June 2022**.

All applicants will receive email confirmation that their application has been received. Applications received after the stated deadline will not proceed to preliminary review. All valid applications will be subject to a preliminary review by an Assessment Panel. Incomplete applications received will not be considered further. Applicants who have submitted incomplete applications will be notified of such.

Stage 2 – evaluation of applications

Completed applications will be evaluated by the Assessment Panel. A successful candidate **may** be appointed on the basis of their written application. Where one or more candidates appear suitable for the post the Assessment Panel will call these for interview.

All applicants will be notified of the outcome of Stage 2.

Stage 3 – call to interview

The invitation to interview is not to be taken as implying that the Assessment Panel is satisfied that such a person fulfils all of the requirements for the post.

It is planned that interviews for this post will be held during the week commencing Monday 04 July 2022.

The Assessment Panel will seek to give at least seven days' notice of the date and time of interview for any candidate called to interview. Interviews are likely to be held remotely via Zoom.

Please note that the Discovery Programme will not be responsible for refunding any expenses incurred by candidates incurred as part of the interview process. Reschedule requests may only be considered under exceptional circumstances as deemed acceptable by the Assessment Panel (such as bereavement, or illness that would otherwise prevent the candidate from attending the workplace). Please note that supporting information from the candidate may be required where such a reschedule request is made. Only one reschedule request will normally be considered. Rescheduled dates will normally be within two weeks of the original scheduled date.

Shortlisting for interview may be conducted using the criteria set out in this information pack.

Stage 4 – interview

Where interviews are held the Assessment Panel will use a competency-based approach using the Public Appointments Service Civil Service Competency Models for reference. These can be accessed online at: https://publicjobs.ie/documents/PAS_CS_Competency_Models_2017.pdf

In addition to the professional competencies and qualifications set out at *Essential Criteria* below, candidates' attention is drawn in particular to the competencies outlined for Executive Officer grade.

Further detail around core competencies are provided below.

Candidates called to interview will be scored against a common matrix and placed in order of merit (highest-scoring first). Candidates will be expected to meet a minimum score threshold of 60% overall, and to achieve at least 50% of the marks available for each competency tested at interview.

Stage 5 – notification of outcome of Stage 4

All candidates called to interview will be notified of the outcome. Notification will be to advise whether or not they have passed the interview. Where a candidate has not passed the interview they will receive feedback from the Assessment Panel.

The successful candidate will normally be the person who has scored highest at interview. However, prior to any offer of appointment the Discovery Programme will make all such enquiries that are deemed necessary (e.g. health, character, employer references and security checks). The successful candidate will not be appointed to the post unless they:

- Agree to undertake the duties outlines and accept the conditions under which the duties are or may be required to be performed;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the post.

In the event that a second round of interviews is required, candidates may be required to make a presentation as part of that interview. Where a presentation is required candidates will be informed of the presentation topic when interview times are being assigned.

Stage 6 – appointment

Once all necessary checks have been completed, an offer of employment will be made to the successful candidate.

The successful candidate will be expected to take up employment with the Discovery Programme no later than **September 2022**.

Details of candidates who have passed the interview will be retained on an order of merit list for one year as suitable for appointment, and may be offered employment by the Discovery Programme should any similar vacancy arise in that time. This is without prejudice to any other recruitment undertaken by the Discovery Programme while any such list exists.

The principal Conditions of Service are outlined at Appendix 4.

Selection Criteria

Applicants should note that they should clearly set out in their application how they satisfy the criteria outlined below. For guidance, applicants should be aware of the following definitions of essential and desirable:

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at Stage 2 of the selection process outlined above.

Desirable Criteria – requirements which would be useful for the candidate to hold and which are highly relevant to the post. These criteria will be considered for short-listing candidates when more than one applicant meets the essential requirements.

Further Desirable Criteria – requirements which would be useful for the candidate to hold, and which may be used in order that the competition may be progressed in a timely manner should a significant number of candidates meet the first shortlisting criteria.

Essential Criteria:

The successful candidate for this post will be expected to meet an appropriate academic standard, demonstrated by their qualifications. The successful candidate will also be expected to demonstrate sufficient experience of the conduct and completion of research activities, supported by examples of their work and projects in which they have had a key delivery role.

The Discovery Programme is currently seeking to expand the delivery of bilingual services, in Irish and English, which may be supported by contracted-in translation supports for the preparation of material in Irish. The day-to-day working language for this project will be through the English language, and the successful candidate may be expected to demonstrate proficiency in written and spoken English in their application form or at interview. A working knowledge of other languages may be useful in the completion of work activities for this post.

Applicants must, by the closing date for applications, have:

EC1	At least an honours degree (Irish National Framework of Qualifications Level 8; European Qualifications Framework Level 6, Bachelor Degree with Honours) in archaeology or a closely related discipline relevant to the post*:
	Please Note: You will need to state why you believe your qualification is relevant to the post.
	AND EITHER EC2a or EC2b or EC2c:
	Either
EC2a	A Doctoral Degree (normally a PhD) (Irish National Framework of Qualifications Level 10; European Qualifications Framework Level 8) in a discipline and subject of study relevant to this post*
	Or
EC2b	A minimum of four years full time academic research experience following completion of your primary (Bachelor) degree**
	Or
EC2c	A minimum of four years full time professional research experience**
	AND
EC3	A minimum of two years relevant experience on the conduct and completion of an archaeological research project, to include lead preparation of post-excavation reporting, compilation of specialist reports, preparation of materials for archive deposition and preparation of reports for publication**
*It is for you to demonstrate that your qualification is relevant to this post, and of equivalent standing as outlined above. If you believe your qualification is relevant or equivalent to the one required, the onus is on you to provide the panel with details of modules studied and relevancy to the post so that a well-informed decision can be made.	
**Types of experience may be combined to achieve the required time period.	

Shortlisting / Desirable Criteria

Should it be necessary to use additional short-listing criteria, prospective candidate will need to demonstrate that they meet two or more of the criteria outlined at EC2 above.

Eligibility to compete and certain restrictions on eligibility

In addition, the successful candidate must be permitted to work in Ireland and must, by the date of any job offer, be:

- (a)** A citizen of the UK or the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c)** A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (d)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**
- (e)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

How to Apply

Applications must be made by submitting an email, with the title of the position entered into the subject field of the email, to info@discoveryprogramme.ie, no later than **12noon on Friday 17 June 2022**

Attached to that email, applicants must include Application Form COM_2022_002, along with:

- A short cover letter / personal statement, no more than 500 words 12pt single spaced text, outlining why you wish to be considered for this post and why you believe your skills, experience and values meet the requirements of the position.
 - A comprehensive CV, detailed as relevant to the position but to be no more than three pages in length. The first page of the CV should include a summary biography.
- NB: Please ensure that your CV does not include any personal information that is not relevant to the post being applied for.**
- Completion of the information fields set out on the application form

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required
- It is not sufficient to simply list your duties and responsibilities
- The Assessment Panel will not make assumptions from the title of an applicant's post or the organisation where they are employed as to the skills and experience gained
- If you do not provide sufficient detail the Assessment Panel will reject your application

Certified proof of qualifications and eligibility to work in Ireland will be sought prior to interviews, and **should not** be included with your application.

Effective date of appointment

It is envisaged that the successful applicant will take up the role no later than **September 2022**.

Privacy notice (GDPR)

In accordance with the General Data Protection Regulations (GDPR) any personal information which you provide to us will be treated in confidence and in accordance with the Data Protection Acts 1988-2018. Documentation (digital and hard copy) relating to unsuccessful applications other than those that may be retained on a short list will be destroyed after six months from closing date of applications. For those on the short list this data will be destroyed after one year after completion of interviews.

Appendix 1 Additional Background – Key Tasks and Deliverables

Outline task schedule and list of deliverables in respect of documenting (a) a clear pathway to project completion that enables (b) long term deposition of the Derragh site archive and reports for curation and (c) dissemination of the results of the Derragh excavations (Archaeological Licence No. 03E0842 refers).

***NB:** All documentation relating to these deliverables is to be filed and reported in the first instance in the English language.*

Task 1

Thorough review of all the contextual and dating evidence to arrive at a definitive site phasing that can be used as the basis for all subsequent presentation and discussion of excavation results.

This must include provision for Bayesian modelling of the dates obtained, along with an assessment of any additional dates that may be usefully commissioned at this stage.

Deliverables:

- Harris matrix
- Narrative description of the phases
- Summary table that sets out the contexts by phases
- Summary listing of all the radiocarbon dates
- Specifications for any radiocarbon dates that may still be required
- Specification for the Bayesian modelling work that needs to be done

Task 2

Thorough review of all of the specialist reports compiled thus far, with provision for the review of those reports in the context of completion of a detailed stratigraphical report and site phasing.

An assessment of all outstanding work that needs to take place in order to arrive at (a) completion of a report on the excavation that enables deposition of site archives and (b) a publication for wider dissemination about the excavations at Derragh and their significance.

Deliverables:

- Assessment of specialist reports and any works arising/remaining to be completed on those reports;
- An assessment, informed by liaison with specialists as required, about how any outstanding work may be completed (to include time and costs assessments);
- Schedule of tasks remaining for the completion of works for deposition and dissemination
- names of who is to undertake the work, and timescale over which the work is to be done

Task 3

Development of a 'road map', that is, an itemised works schedule of those tasks remaining along with an indicative but informed timeline and cost estimate for implementation of that schedule.

Deliverables:

- A 'road map' to **Deposition** of the site report, archive, archaeological objects and any other materials; and
- A 'road map' to **Dissemination** of the results of the project and their significance.

The two deliverables identified above are distinct entities:

- The **Deposition** of site report, archive, archaeological objects (including artefacts and ecofacts) and any other relevant materials is necessary in order to satisfy statutory requirements around the material gathered in the course of the excavation.
- The **Dissemination** of the results ensures that the outcome of the excavation and the significance of what was found is shared with as wide an audience as possible. At the present time it is anticipated that the primary publication of the results of the project will be via one or more *Discovery Programme Report*, which will have an ISBN reference as well as being lodged in a Digital Repository with Open Access to the report.

Timescale:

This phase of work (and the duration of this appointment) is anticipated to last 12 months in total, starting when the successful candidate takes up this post.

Appendix 2 Key Competencies

Management and Teamwork
<p>Create, maintain and enhance effective working relationships Encourages and supports new and more effective ways of working Encourages, listens to and acts on feedback from the team to make improvements Actively shares information, knowledge and expertise to help the team meet its objectives</p>
Technical Analysis and Decision Making
<p>Effectively deals with a wide range of information sources, investigating all relevant issues Understands the practical implication of information in relation to the broader context in which s/he works Correctly extracts and interprets numerical information, key technical data and relevant statistical data Can provide succinct, engaging and accurate briefings for the Board, colleagues and for wider stakeholder engagement Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral) Is resourceful and creative, generating original approaches when solving problems and making decisions</p>
Delivery of Results
<p>Assumes personal responsibility for and delivers on agreed objectives/goals Manages and progresses multiple work strands and activities successfully Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies to manage these Is logical and pragmatic in approach, delivering the best possible results with the resources available Maintains a strong focus of delivery of agreed outcomes at all times Ensures all outputs are delivered to a high standard and in an efficient manner Uses resources effectively</p>
Interpersonal and Communication Skills
<p>Communicates in a fluent, logical, clear, concise and convincing manner, verbally and in writing Is able to listen effectively and develop a two-way dialogue quickly Effectively influences others to take action Builds and maintains contact with colleagues and stakeholders to assist in performing role Works to establish mutual understanding to allow for collaborative working Collaborates and supports colleagues to achieve organizational goals</p>
Specialist and Technical Knowledge, Skills and Self Development
<p>Clearly understanding the role, objectives and targets, and how they fit into the work of the Discovery Programme Has significant expertise in their field that is recognised and utilised by colleagues Is proactive in keeping up to date on issues and key developments that may impact upon their own work area and that of the Discovery Programme</p>
Drive and Commitment to the Discovery Programme's Code of Conduct
<p>Consistently strives to perform at a high level Demonstrates high levels of initiative, taking ownership for projects within the management and organizational parameters of the Discovery Programme Is trustworthy, upholding highest standards of honesty, professionalism, ethics and integrity</p>

Appendix 3 Interview Guidance for Applicants

If you are called to interview, the Assessment Panel will want to give you the opportunity to further demonstrate your suitability for the post. Interviews can be stressful – even for the Assessment Panel – and you should be assured that you will be treated with professionalism, courtesy and understanding. Interviews will have time limits, and the Assessment Panel will guide you if you are coming close to the time limit for one section or another. But take your time, listen carefully to the question, and if you need the question to be repeated just ask!

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competences. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area outlined at Appendix 2 above. You may draw examples from any area of your work / life experiences.

Appendix 4 Principal Conditions of Service

Nature of Employment:	This is a permanent full-time appointment, subject to the satisfactory completion of a six month probationary period and continued good conduct in post.
Salary:	In the region of €39,272.00 – €45,573.00 per annum (pro rata) (Point 4 – Point 6 Archaeologists Scale 65175(3))
Place of Work:	Merchants House, Merchants Quay, D08 K3KD, Ireland. NB: see note below
Reporting to:	Chief Executive Officer or their nominee
Hours of Work and Rest:	As provided for under the Organisation of Working Time Act 1997 Normal hours of work are full time, 37.5 hours per week, Monday to Friday, excluding lunch breaks, normally to be worked as agreed between the hours of 08:00 and 18:00. The Discovery Programme operates a flexi-time policy. From time to time the post holder will be expected to work outside normal working hours subject to the limits set down in the working time regulations.
Holidays:	In addition to usual public holidays the annual leave entitlement is 23 days per calendar year
Pension:	The Discovery Programme (Employer) Pension contribution is on a matching basis from 1% up to a maximum of 5% of salary; the employee may make a greater contribution to their salary, with employer contribution capped at 5%.
Other Information:	While this is an office-based post, applicants should note that from time to time field visits to sites of archaeological interest or research may be required. This may include visits to institutions, located in centres of population, as well as sites located in the countryside, mountain tops and foreshore, including sites in various states or repair or disrepair, subject to archaeological excavation and/or in conservation or construction phases. Travelling and subsistence expenses are paid according to the rates set by the Discovery Programme.

NB: Place of Work - Remote working arrangements are currently operating which were developed due to restrictions under the COVID-19 pandemic; flexible working arrangements will be considered, including a blend of office-based and remote working as COVID-19 measures permit. The post holder will be expected to spend at least 60% of their time in office-based activity. From time to time the post holder will be required to work at different locations to facilitate meetings and engagement with stakeholders.

Please note, successful candidates may request blended working arrangements, this will be considered on a case by case basis in line with the business needs of the organisation, and in accordance with the Discovery Programme's Staff handbook. The Discovery Programme reserves the right, at its discretion, to change working arrangements on any future date.