



## CANDIDATE INFORMATION PACK

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

# Archivist (Part-Time)

The Discovery Programme: Centre for Archaeology Innovation Ireland is seeking to fill the post of Archivist

- Nature of Employment:** This is a part-time (0.6 Full Time Equivalent (FTE)) fixed-term appointment for 36 months (subject to successful completion of a six-month probationary period and satisfactory performance in post).
- Salary:** In the region of €21,679.20 - €25,453.20 per annum (that is, 0.6 of the FTE salary at Point 3 – Point 5 Archivist Scale 65180, with annual increments, pro rata, on that scale on satisfactory performance in post)
- 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 Friday 07 October 2022**
- Expected employment start date:** Preferably no later than **14 December 2022**

Supported By



## 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. It is composed of an interdisciplinary team including administrators, archaeologists and specialist technology and survey practitioners. Effective archive management is vital to the work of the Discovery Programme and embraces line-of-business administrative file management, compilation and maintenance of project records, as well as preparation of material for deposition in statutory archives and long-term repositories. From time to time this work also involves facilitating access to our records to a wide range of stakeholders including other researchers, the wider public and filmmakers. Work will be carried out under the direction of the Chief Executive Officer and must be carried out in accordance with statutory requirements and the guidelines, standards and procedures set out by, for example, the National Archives of Ireland and other established archival institutions.

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. We are seeking to ensure that we can provide reliable, long-term and sustained access to our data. We want to ensure that this data is openly available in line with the *FAIR* data principles so that it is of Findable, Accessible, Interoperable and Reusable. The company records and research data include a range of media and formats, principally paper, drawn, photographic and a range of electronic records and datasets. The company Archivist will be expected to perform duties with regard to any medium used in the compilation and curation of the Discovery Programme's records.

## Detail

The successful candidate will have a lead role in developing and supporting the maintenance of the Discovery Programme's records, and thus provide meeting-point between the Discovery Programme and the wider public, key sectoral stakeholders, researchers and general interest groups. At the present time the Discovery Programme is involved in several major archaeological research projects which include the study of the impacts of climate change on our coastal heritage, and the use of new technologies for archaeological survey and discovery. As part of its ongoing work to share the results of its research, the Discovery Programme is seeking to progress a series of publications and research materials arising from its past projects, which will include publication in hard copy and digital formats.

The initial focus of activity for the company Archivist will be around two key work areas: (a) the review and updating of archive and records management within the Discovery Programme, principally to facilitate the increased use of digital records for line-of-business activities, and (b) the preparation of records for deposition in statutory archives and other appropriate repositories, including the Digital Repository of Ireland. Following this initial phase of work, the company Archivist will be required to assist their colleagues in the

bedding-in of any new records management arrangements, and to manage a workflow of archive depositions on behalf of the organisation.

The company Archivist will be expected to initiate new connections with institutions, practitioners and researchers, and build upon existing networks to increase the profile of the Discovery Programme and to continue meaningful development of the organisation's archives and access to those archives.

## Role and Responsibilities

The key activities in respect of the post of company Archivist are set out below:

1. Survey records held by the Discovery Programme in-house and elsewhere and examine them with a view to making recommendations concerning preservation or disposal.
2. Give advice on, and lead in best practice for the organisation about, management of records, developing training and other programmes with regard to records management.
3. Lead in the development of an electronic records management system for the Discovery Programme.
4. Work closely with the Discovery Programme's Collections Manager to ensure the appropriate compilation, maintenance and deposition of records associated with research activities including archaeological excavation.
5. Make arrangements for the transfer of records to the National Archives of Ireland and appropriate repositories and advising on the work to be done in preparing records for transfer.
6. Arranging, listing and packing records and archives; creation of a range of archival finding aids in accordance with accepted international and institutional standards for use by colleagues, researchers and the public including publication on the Discovery Programme website.
7. Participate as appropriate in education and outreach activities, including giving presentations and participating in the compilation of exhibitions and publications concerning the work of the Discovery Programme.
8. Assist in processing requests for access to and re-use of records held by or formed by the Discovery Programme.
9. Liaise with and, where appropriate, train of other staff engaged in duties relating to any of the activities described above.
10. Assist in the procurement of contracts for services and supplies in relation to ongoing archive management and records depositions and monitoring the performance and outcome of contracts.
11. Answer correspondence, attend meetings, write reports, assist in the compilation of the Discovery Programme's Annual Report and, where requested present to the Board of the Discovery Programme, concerning the functions and activities referred to above.
12. Any other duties as may be assigned by the Chief Executive Officer or their nominee as appropriate to this post.

The post holder will be expected to conduct their duties to assist in the progression and delivery of 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 postholder will be responsible for the management of the agreed budget allocated to archive and records management activities within the Discovery Programme.

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 archive and record management using paper and digital resources;
- Strong organisation and time management skills.
- Sound academic and professional knowledge about archives and records management;
- Demonstration of successful project completion;
- Accuracy and attention to detail essential;
- 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;
- Flexibility and adaptability in the context of remote working arrangements; and
- Have sufficient proficiency and awareness in written and spoken English to enable them to perform the duties of the post.

## 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 at Appendix 1.

**Desirable/Shortlisting 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.

### 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 archive and record management duties such as those outlined in this Candidate Information Pack, supported by examples of their work and projects in which they have had a key delivery role.

At interview the successful candidate will also be expected to demonstrate a good working knowledge of archaeological and administrative records generated in Ireland.

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 arts, human science, information science or computer science*
	<b>AND</b>
EC2	Hold a qualification of at least Level 8 on the National Framework of Qualifications (European Qualifications Framework Level 6) in archival studies from a course accredited by a professional body in archives and/or records management*
	<b>AND</b>
EC3	At least two years' satisfactory post-qualification experience of working as an archivist or records manager** gained within the last 15 years, to include both of the areas of essential experience outlined below: EC3a: demonstrable knowledge of best professional practice and appropriate standards with regard to the management of records and archives EC3b: demonstrable knowledge of current information and statutory compliance requirements, e.g., data protection, copyright etc. EC3c: demonstrable competency in the use of IT, including proficiency in working with archival and/or records management software and systems.
*It is for the applicant to demonstrate that their qualification is relevant to this post, and of equivalent standing as Level 8 on the Irish National Framework of Qualifications, and that any further qualification held is industry-recognised in the Ireland or the United Kingdom. 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 two years	

## Desirable Criteria/Shortlisting Criteria

Where shortlisting of candidates is required, applicants should, in addition to meeting the Essential Criteria set out above, have:

SC1	Knowledge and experience of utilising social media
	<b>OR</b>
SC2	Demonstrable knowledge and experience of working with electronic records or digital preservation programmes
	<b>OR</b>
SC3	Personal membership of a relevant professional body in archives or records management

## Eligibility to compete and certain restrictions on eligibility

Appointment to this role is subject to the candidate's eligibility to work in Ireland. It will be for the successful candidate to demonstrate that they are permitted to work in Ireland or will be permitted to work in Ireland on or before **14 December 2022**.

## 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](mailto:info@discoveryprogramme.ie)

Attached to that email, applicants must include Application Form COM\_2022\_005, 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:

**14 December 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

### 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 Friday 07 October 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.

The Assessment Panel will seek to give a minimum of one weeks' notice of the date and time of interview for any candidate called to interview. Arrangements for interviews will depend upon government guidelines and the wider COVID-19 restrictions in place at that time. Any in-person interviews will be held in central Dublin. However, it may be necessary for the interviews 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.

It is planned that interviews will be held in the week commencing Monday 24 October or Monday 31 October 2022.

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](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 is 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 **14 December 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 5.

## Appendix 2

## Additional Information about the work of the Discovery Programme

Further detail about the work of the organisation may be found on our website:

[www.discoveryprogramme.ie](http://www.discoveryprogramme.ie)

Further detail about the CHERISH Project may be found here:

[www.cherishproject.eu/en/](http://www.cherishproject.eu/en/)

Other projects currently under way or in early development stage:

**TII ALS Machine Learning Project**

The project is a 2 year funded project under the TII Research Call in 2021 and is being led by the Discovery Programme in partnership with Remote Sensing Centre, Research Centre of the Slovenian Academy of Sciences and Arts (ZRC SAZU) (<https://iaps.zrc-sazu.si/en>) and Bias Variance Labs (<https://www.bvlabs.ai/>).

The research project aims to develop a user-friendly software tool capable of automatically detecting archaeological features from LiDAR data using machine learning, specifically deep learning algorithms. This will include the development of a ‘trained’ machine learning model that can automatically detect three classes of earthwork monuments from LiDAR data. The software tool will initially be designed for TII staff and to archaeological consultants appointed to TII projects and subsequently be made more widely available as free and opensource software to provide opportunities for future collaboration and development.

**ARIADNEplus Project (<https://ariadne-infrastructure.eu/>)**

The ARIADNEplus project is a four-year extension of the previous EU Funded ARIADNE Integrating Activity, which successfully integrated archaeological data infrastructures in Europe, indexing in its registry of about 2,000,000 datasets. ARIADNEplus builds on the ARIADNE results, extending and supporting the research community that the previous project created and further developing the relationships with key stakeholders such as the most important European archaeological associations, researchers, heritage professionals, national heritage agencies and so on. The new enlarged partnership of ARIADNEplus covers all of Europe. It now includes leaders in different archaeological domains like palaeoanthropology, bioarchaeology and environmental archaeology as well as other sectors of archaeological sciences, including all periods of human presence from the appearance of hominids to present times.

The technology underlying the project is state-of-art. The ARIADNEplus data infrastructure is embedded in a cloud that will offer the availability of Virtual Research Environments where data-based archaeological research may be carried out. The project is developing a Linked

Data approach to data discovery. Innovative services are being made available to users, such as visualization, annotation, text mining and geo-temporal data management. Innovative pilots are being developed to test and demonstrate the innovation potential of the ARIADNEplus approach.

### **Discovery Programme Legacy Projects**

The Discovery Programme is currently working towards the completion of key elements of a number of projects undertaken over the past 25 years, including work on:

- The Medieval Rural Settlement Project
- The Lake Settlement Project
- Tara

Further details on these projects can be accessed via our website. Current and planned activities are being progressed as resources permit.

A number of new projects are also under development at this time, and further detail may be provided on our website as those projects progress.

## Appendix 3

## Key Competencies

<b>Management and Teamwork</b>
<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>
<b>Technical Analysis and Decision Making</b>
<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>
<b>Delivery of Results</b>
<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>
<b>Interpersonal and Communication Skills</b>
<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>
<b>Specialist and Technical Knowledge, Skills and Self Development</b>
<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>
<b>Drive and Commitment to the Discovery Programme's Code of Conduct</b>
<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 4

### 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 requires 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.

A competence-based interview 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.

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 5

## Principal Conditions of Service

<b>Nature of Employment:</b>	This is a part-time (0.6 Full Time Equivalent) fixed-term appointment for 36 months, subject to the satisfactory completion of a six-month probationary period and continued good conduct in post.
<b>Salary:</b>	In the region of at €21,679.20 - €25,453.20 per annum (0.6 FTE Point 3 – Point 5 Archivist Scale 65180, with annual increments on that scale on satisfactory performance in post)
<b>Place of Work:</b>	Merchants House, Merchants Quay, D08 K3KD, Ireland.
<b>Reporting to:</b>	Chief Executive Officer or their nominee
<b>Hours of Work and Rest:</b>	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.
<b>Holidays:</b>	In addition to usual public holidays the annual leave entitlement is 25 days per calendar year
<b>Pension:</b>	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%.
<b>Other Information:</b>	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 50% 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.