



## CANDIDATE INFORMATION PACK

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

# Project Support Officer Strategic Archaeological Research Frameworks

The Discovery Programme: Centre for Archaeology Innovation Ireland is seeking applications to fill the post of **Project Support Officer**, focusing on the development of a Strategic Archaeological Research Framework that embraces the island of Ireland.

<b>Nature of Employment:</b>	This post will be fixed term and fixed purpose full-time post, for an initial period of two years, depending on funding (subject to successful completion of a six-month probationary period).
<b>Salary:</b>	In the region of €33,149.00 – €36,132.00 per annum (pro rata) (Point 1 – Point 3 Archaeologist Scale 65175(3)), starting point depending on experience).
<b>Current Location:</b>	Merchants House, Merchants Quay, D08 K3KD, Ireland. Company Reg. No. (CRO): 243328 Reg. Charity No. (RCN): 20036973 Charity Revenue No. (CHY): 12549.
<b>Reporting to:</b>	Chief Executive Officer or their nominee
<b>Closing date for applications:</b>	12 noon on Friday 07 October 2022
<b>Expected employment start date:</b>	Preferably no later than the 14 December 2022

### Supported By



An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreachta  
Department of Housing,  
Local Government and Heritage

## 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 Discovery Programme seeks to communicate the results of its research to scholars and the general public, promoting the introduction of new technologies and techniques into Irish archaeological research, and to co-operate with other national 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

Research Frameworks can provide an overarching context for the conduct of archaeological research, with the potential to increase the impact of individual projects, connecting them to a wider network of research, practitioners and outlets for that research. Research Frameworks are useful in demonstrating the importance and contribution of archaeology to the wider community, and facilitate the identification of areas of common interest, activity and participation. A variety of approaches to local, regional and national research frameworks has been developed elsewhere in Europe, and often provide for the wider public, alongside heritage professionals to be involved as collaborative partners in archaeology.

In January 2022 the Discovery Programme conducted a 'straw poll' of attitudes to archaeological research frameworks in Ireland. The survey was open to anyone, and it received over 300 responses, including responses from the wider public, professional archaeologists, people who have studied or are intending to study archaeology, and people whose work interacts with archaeology. Just over a quarter of those who responded were not involved in archaeological work at present, while nearly a third said that they had a general interest in the subject and would like to become involved in archaeological research.

Some of the key findings of the survey was that over 95% of respondents thought that developing a strategic archaeological research framework would definitely or probably would be a positive step forward in Ireland, while over 96% said that they would be very interested or maybe interested in being involved in the development of such a framework.

There is clearly a strong interest in developing a Strategic Archaeological Research Framework across the island of Ireland, reflected in the work of the Royal Irish Academy's *Archaeology 2025* and the more recent *Archaeology 2030: a strategic approach for Northern Ireland*. This interest extends across the heritage sector and the wider public. It is also recognised that research frameworks are not intended to constrain the wider research community that is involved in archaeological work. External pressures, especially of development and land-use change, alongside more familiar approaches or curiosity and opportunity, will continue to be important in making new archaeological discoveries. The use of research frameworks will, however, provide greater scope for demonstration of the relevance of the results of those projects in a wider research or societal context.

Discovery Programme is now seeking to progress the development of a Strategic Archaeological Research Framework for the island of Ireland. The nominating bodies to the Discovery Programme include all of the higher educational institutions, regulatory bodies, advisory bodies and professional bodies concerned with archaeology in Ireland. As such it already promotes and facilitates cross-institutional and cross-sectoral cooperation in archaeological research. In order to progress the development of a Strategic Archaeological Research Framework we are recruiting staff to facilitate conversations and connections with stakeholders, including the general public. We want to drive forward the development a constructive, collaborative and inclusive Strategic Archaeological Research Framework.

### The Person, Job Purpose and Significance of the Role

Working with the CEO and the Lead Project Officer, the Project Support Officer will have a key role in the development of a Strategic Archaeological Research Framework for the island of Ireland. A schedule of key activities and stages for the project is set out below. The Project Support Officer will assist the Lead Project Officer to build upon the project outline set out by the Board of the Discovery Programme, maintaining important communication and connections with our key funders and stakeholders, reporting regularly to the Chief Executive Officer and working collaboratively with the wider Discovery Programme team.

Excellent communication and interpersonal skills will be critical in this role. The Project Support Officer will assist in facilitating conversations across and beyond the archaeological sector, making connections and providing practical assistance to enable those conversations. They will need to be able to engage with stakeholders, with a keen awareness of the archaeological and cultural heritage research infrastructure that exists across the island of Ireland, with demonstrable knowledge about making and building connections that will facilitate collaboration across the archaeological sector and beyond.

The successful candidate, working closely with the Lead Project Officer, will represent the Discovery Programme and will be expected to renew connections involved in archaeological research and to form new networks concerned with such research. They will need to be able to demonstrate a general awareness about policy development and be ready to expand their academic and applied knowledge.

We are looking for someone who enjoys working with others, and who can work independently as required. They will need to be focused upon results while at the same time respecting and following instruction and processes that relate to their work. They will need to have:

- Excellent written and verbal communication skills;
- Strong organisation and time management skills;
- Demonstration of successful project development;
- Strong interpersonal skills and ability to work well with others and as part of an interdisciplinary team;
- Ability to prioritise workload;

- Accuracy, attention to detail and honesty;
- Demonstrable evidence of a willingness to learn and explore new methodologies and approaches;
- Flexibility and adaptability in the context of remote working arrangements.

The successful candidate will be expected to have sufficient proficiency in the use of the English language to be able to carry out their day-to-day duties, write reports, and make presentations to stakeholders and the wider public about their work.

### Key activities and stages of work

The following are key activities and outputs that will be required. It is anticipated that the progression of a Strategic Archaeological Research Framework will be an organic and iterative process, to be delivered within challenging but manageable timescales.

1. Assist in the mapping of ongoing institutional research projects, priorities and activities concerning archaeology in general, either as the primary or as a key element of research, on the island of Ireland, and to include those institutions in the UK, the Isle of Man or in other countries around the globe that are involved in research about the archaeology of Ireland.
2. To gather data relevant to archaeological research and other archaeological work activities across the island of Ireland.
3. Assist in mapping the principal funding arrangements for institutional research.
4. Organise meetings, workshops and symposia to facilitate engagement with and between stakeholders.
5. In accordance with the Board-approved plan, support the Lead Project Officer to initiate and progress discussions within, across and beyond institutions, organisations, commercial practitioners and the wider public about a Strategic Archaeological Research Frameworks.

The successful candidate will, in addition, the above, be required to:

- Provide professional support to the Chief Executive Officer as required in the delivery of the above activities.
- Attend, minute and distribute materials for scheduled meetings relating to this project.
- Maintain accurate and up-to-date records of progress, including records of expenditure, project progression, milestone reports and briefing reports.
- Ensure all records are appropriate archives and accessible to the Discovery Programme.
- Develop constructive working relationships with colleagues and stakeholders on behalf of the Discovery Programme.

- Any other duties, appropriate to the grade and purpose of the post, as may be reasonably requested by the Chief Executive Officer.

It is intended that the development of a Strategic Archaeological Research Framework for Ireland will be progressed using the project management methodology outlined by Historic England's *Management of Research Projects in the Historic Environment* (MoRPHE), which is available online at <https://historicengland.org.uk/images-books/publications/morphe-project-managers-guide/>.

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.

### Selection Criteria

Applicants should note that they must clearly set out in their application how they satisfy the criteria outlined below. The assessment panel will not make any assumptions about the applicant's experience or role and will be guided in their consideration of the application by the material provided.

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 the evaluation of the applications (see Stage 2 of the 'Application and Selection Process' below).

**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 short-listing criteria.

## Essential Criteria:

EC1	<p>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.</p> <p><b>Note:</b> The applicant must 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 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.</p>
<b>AND</b>	
EC2	<p>At least eighteen months' satisfactory post-qualification experience gained within the last 15 years, to include the following essential areas:</p> <ol style="list-style-type: none"> <li>a. A minimum of six months' demonstrable experience of leading the planning, monitoring, delivering or evaluation of research projects, public policy development or public policy implementation</li> <li>b. A minimum of six months' demonstrable experience of conducting research and stakeholder engagement, outreach or communication which has led to organisational change, the development or application of professional standards, or development statutory or regulatory provisions or policy guidance.</li> </ol> <p><b>Note:</b> Applicants should have at least six months experience of both of these elements, noting that the time in which you gain the required experience in each area may run concurrently or separately, i.e., you are not expected to have six months experience of element (a) as a distinct activity or job from element (b), but you will need to demonstrate that you have at least 6 months experience of both, and eighteen months overall.</p>

## Desirable Criteria/Shortlisting Criteria

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

SC1	<p>At least an honours degree (Irish National Framework of Qualifications Level 6 or 7) in archaeology or a closely related subject relevant to this role (level 6 qualification (Bachelor Degree) as recognised by the European Qualifications Framework):</p>
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	<b>OR</b>
<b>SC2</b>	A professional qualification or accreditation in a relevant field such as project management, personnel and management, or public administration:
	<b>OR</b>
<b>SC3</b>	At least two years post-graduate professional experience gained within the last 15 years to include both areas of essential experience outlined at EC2 above. <b>Note:</b> Types of experience may be combined to achieve the required two years and may include research that formed part of your academic studies.
<b>Note:</b> It is for the applicant to demonstrate that their qualification is in a discipline closely related to archaeology, and that any further qualification held is industry-recognised in 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.	

### Further Desirable Criteria/Shortlisting Criteria

Where further shortlisting is required, **SC3** will be used in addition to **SC1** or **SC2**, that is, a specific academic qualification, a professional accreditation or qualification **and** length of experience will be required.

### 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 following title "Project Support Officer: Strategic Archaeological Research Frameworks" entered into the subject field of the email, to [info@discoveryprogramme.ie](mailto:info@discoveryprogramme.ie) no later than **12 noon on Friday 07 October 2022**.

**Applications received after this time will not be accepted.**

Attached to that email, applicants must include Application Form **COM\_2022\_009**, 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

The successful candidate will be expected to be able to take up their appointment 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.

### 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;
- have the key competencies required for this post; and
- 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 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 ten days' 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. It is anticipated that interviews will be held during the week commencing **26 October 2022 or 31 October 2022**.

Interviews will be designed to assess the competencies outlined at Appendix 1. Your attention is also drawn to the guidance for interviews at Appendix 2 below.

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 will 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* above, candidates' attention is drawn in particular to the competencies outlined for Executive Officer and Administrative Officer posts.

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 3**.

## Appendix 1 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>Analysis and Decision Making</b>
<p>Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach.  Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written, visual and oral).  Identifies key themes and patterns in and across different sources of information, drawing sound, balanced and evidence-based conclusions.  Sees the logical implications of taking a particular position on an issue.  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. Ability to use a range of software including illustration and image packages (e.g., Adobe Creative Cloud), general software (e.g. Microsoft Office, Zoom), and project-management software packages..  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 2 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 will 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.

A competence-based interview does not, however, 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 1 above. You may draw examples from any area of your work / life experiences.

### Appendix 3 Principal Conditions of Service

<b>Nature of Employment:</b>	This post will be fixed term of up to 36 months (three years) in duration, depending on funding (subject to successful completion of a six-month probationary period).
<b>Salary:</b>	In the region of €33,149.00 – €36,132.00 per annum (pro rata) (Point 1 – Point 3 Archaeologist Scale 65175(3).
<b>Place of Work:</b>	Merchants House, Merchants Quay, D08 K3KD, Ireland. <b>NB:</b> see note below
<b>Reporting to:</b>	The 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 primarily 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** - The post-holder will be expected to spend at least 50% of their time each week in office-based activity, at the Discovery Programme's offices. From time to time the post-holder will be required to work at different locations to facilitate meetings and engagement with stakeholders.

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.