



## CANDIDATE INFORMATION PACK

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

# Documentation and Survey Archaeologist - Tara

The Discovery Programme: Centre for Archaeology Innovation Ireland is seeking applications to fill the post of **Documentation and Survey Archaeologist – Tara**.

<b>Nature of Employment:</b>	This will be a fixed term, fixed purpose full-time post, for an initial period of 28 months (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 1-3 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>	<b>12 noon on Wednesday 02 November 2022</b>
<b>Expected employment start date:</b>	No later than <b>Tuesday 03 January 2023</b> .

### 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

Discovery Programme has, since its inception, conducted significant surveys at the Hill of Tara and its environs which have re-shaped our knowledge and understanding of this internationally-important archaeological complex. The Discovery Programme's interdisciplinary approach to investigating Tara has also made a unique and lasting impact upon the practice of archaeological research in Ireland, making use of historical sources, field records and, in particular, the use of new and non-destructive technologies in survey and analysis of this landscape.

This post of *Documentation and Survey Archaeologist - Tara* will focus primarily on the analysis and presentation of information about Tara. The successful candidate will have the opportunity to work on one of the most important and best-known archaeological complexes in Ireland. They will be working on new survey data, historical data and documenting previous research to make that data available for the broader research community and the wider public. One of the key outputs of this work activity will be to support the management of the State Care lands at Tara, and to provide updated and robust information for future managers, decision-makers and visitors to the area. The successful candidate will be working as part of an interdisciplinary team of researchers in the Discovery Programme, with important connections to national and international project partners.

The Discovery Programme engages with those communities that live in the areas where there are active projects, as well as sharing the results of its research more generally. Local engagement activities may include workshops, presentations and talks, site tours and provision of educational resources. The Discovery Programme also seeks to ensure that its data, alongside interpretation of its data, is available to the wider world. The post-holder will be encouraged to prepare articles for publication in appropriate formats and outlets, including solo, joint and multi-authored pieces, as well as supporting the publication of survey projects and research of colleagues within the Discovery Programme.

## Job Purpose and Significance of Role

The *Documentation and Survey Archaeologist - Tara* will play an important role in helping the Discovery Programme meet its strategic objectives of delivering archaeological and related research, to benefit the community by deepening our understanding of Ireland's past. Their primary attention be focused upon the Tara landscape, with application to other sites and monuments across Ireland and beyond. This includes developing new knowledge about the

Tara landscape as well as increasing understanding and awareness of climate change and its effects upon our built and archaeological heritage. The successful candidate will be responsible for organising and archiving a diverse array of traditional and modern archaeological datasets created over the course of past surveys, including the preparation of materials for publication and outreach activities.

This post is supported through a Memorandum of Understanding with the National Monuments Service. An important focus of activity for this post will be to support the implementation and further progression of the Tara Conservation Management Plan published in 2022. The key work areas and tasks below will support the further development of the information resources concerning the archaeology of that site and its environs. These activities may also be required from time to time on other sites and work areas, including relevant research connected with the UNESCO World Heritage process.

This is an opportunity to work within a national heritage body and gain valuable experience across several areas including working with and archiving digital data, engaging with the public about archaeological research and hands-on archaeological field experience.

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.

### Key work areas and tasks

1. Document and complete an overview of all previous archaeological survey interventions conducted by the Discovery Programme at and around the Hill of Tara, and other locations as required.
2. The transcription, interpretation, data preparation, cataloguing and indexing of Discovery Programme datasets relating in the first instance to the Hill of Tara which include:
  - aerial and ground photography
  - 3D photogrammetric and laser scan data
  - LiDAR data
  - measured survey plans
  - geophysical survey
  - research reports

Work will be conducted in liaison with, and under the supervision of, relevant staff using the Discovery Programme's records in order to complete its current projects and deposition of data in relevant national repositories.

3. Production of GIS datasets for use in analysis of sites for current and future research.
4. Production of scaled and annotated images to illustrate the research including:
  - maps
  - site plans
  - elevations of standing structures
  - photographs

- interpretive illustration of features identified
5. To support colleagues in the preparation of records for publication, including the preparation of text, images and illustrations.
  6. To assist the Discovery Programme team in public engagement and outreach. This will involve working with the Discovery Programme's Communications and Outreach Officer to create engaging posts and blogs for social media relating to work being undertaken.
  7. Carrying out any other duties, appropriate to the grade of the post and the project, as may be reasonably requested by the Discovery Programme.

## The Person

The Discovery Programme is seeking individuals who are highly motivated, 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.
- Excellent practical skills in the application of geospatial data within archaeology, specifically remote sensing data (lidar, geophysical, aerial photography)
- Experience of archaeological report writing, including the writing-up of survey reports and preparation of illustration materials
- Strong organisation and time management skills.
- Sound academic and professional knowledge of archaeology, especially archaeological field monuments found on the island of Ireland.
- Demonstration of successful archaeological project completion.
- Accuracy and attention to detail essential.
- Strong interpersonal skills and ability to work well with others.
- Ability to prioritise work load.
- A driving licence, valid in Ireland, to enable them to carry out the duties of the post in full.
- Flexibility and adaptability in the context of blended office/remote working arrangements.

It is intended that the delivery of outputs arising from the key tasks and activities will be achieved along 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:

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

EC1	<p>At least an honours degree (Irish National Framework of Qualifications Level 8; European Qualifications Framework Level 6, Bachelor Degree with Honours) in archaeology.</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 two years' satisfactory post-graduate experience gained within the last 10 years, to include the following essential areas:</p> <ol style="list-style-type: none"> <li>a. Demonstrable experience of participating within an archaeological project where you had a lead role in the application of site survey,</li> </ol>

	<p>geospatial and remote sensing technologies were a major and integral part to the project (that is, projects lasting for more than six months).</p> <p>b. Demonstratable experience of working with Remote Sensing and GIS (specifically ArcGIS and QGIS) including the processing, documentation and interpretation of lidar, geophysical and aerial survey data. You will be asked to provide details of the software that you are familiar with and your experience/skill level with that software.</p> <p>c. At least 12 months professional research and fieldwork experience in the identification, survey and reporting of archaeological field monuments.</p> <p><b>Note:</b> Applicants should have at least six months experience of each 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) or (c), but you will need to demonstrate that you have at least 6 months experience of each, and two years overall.</p>
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### Desirable Criteria/Shortlisting Criteria

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

<b>SC1</b>	<p>A Masters Degree (National Framework for Qualifications Level 9; European Qualifications Framework Level 7) in archaeology or a discipline closely related to archaeology or related discipline</p> <p><b>OR</b></p>
<b>SC2</b>	<p>A professional qualification or accreditation in a relevant field such as project management, personnel and management, or public administration</p> <p><b>OR</b></p>
<b>SC3</b>	<p>At least three years post-graduate professional experience gained within the last 10 years to include each area of essential experience outlined at EC2 above.</p> <p><b>Note:</b> Types of experience may be combined to achieve the required three years and may include research that formed part of your academic studies.</p>
<p><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.</p>	

## Further Desirable Criteria/Shortlisting Criteria

Where further shortlisting is required, SC3 will be used in addition to SC1 or SC2, that is, a higher qualification standard **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 **03 January 2023**.

## How to Apply

Applications must be made by submitting an email, with the following title 'Documentation and Survey Archaeologist' entered into the subject field of the email, to [info@discoveryprogramme.ie](mailto:info@discoveryprogramme.ie) no later than **12 noon on Wednesday 02 November 2022**. **Applications received after this time will not be accepted.**

Attached to that email, applicants must include Application Form **COM\_2022\_007**, 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 **03 January 2023**.

## 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 Wednesday 02 November 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 two 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. It is anticipated that interviews will be held during the week commencing **14 November or 21 November 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 shall 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 may be deemed necessary (e.g., health, character, written 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 **03 January 2023**.

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

<p><b>Management and Teamwork</b></p> <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>
<p><b>Technical Analysis and Decision Making</b></p> <p>Is knowledgeable about archaeological field monuments, especially those found in Ireland.  Is skilled in conducting archaeological research, including the analysis of geospatial data analysis and understating how spatial data algorithms operate.  Is proficient in geospatial data management and process with specific emphasis of remote sensing data and the geospatial historic environment data.  Understands the importance of an maintain data processing routines, GIS workflows and other associated metadata.  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.  Is skilled in archaeological analysis and development, challenging the established wisdom and adopting an open-minded approach.  Identifies key themes and patterns in and across different sources of information, drawing sound, balanced and evidence-based conclusions.</p>
<p><b>Delivery of Results</b></p> <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>
<p><b>Interpersonal and Communication Skills</b></p> <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>
<p><b>Specialist and Technical Knowledge, Skills and Self Development</b></p> <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-</p>

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.

**Drive and Commitment to the Discovery Programme's Code of Conduct**

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.

## 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.

A competence-based interview does however require you to:

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 will be a fixed term, fixed purpose full-time post, for an initial period of 28 months (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 1-3 Archaeologist Scale 65175(3)), starting point depending on experience.
<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 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.