



CANDIDATE INFORMATION PACK

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

Communications and Outreach Officer

The Discovery Programme: Centre for Archaeology Innovation Ireland is seeking to fill the post of Communications and Outreach Officer.

Nature of Employment:	This is a full-time permanent appointment (subject to successful completion of a six months probationary period and satisfactory performance in post).
Salary:	In the region of at €38,884.00-€40,763.00 per annum (pro rata) (Point 4-5 Executive Officer Standard Scale 66240(2), with annual increments 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 Wednesday 23 August 2023
Expected employment start date:	Preferably no later than 31 October 2023



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. Communications and Outreach is central to the work of the Discovery Programme and the organisation's desire to communicate the results of its research to scholars and the general public, and to promote the introduction of new technologies and techniques into Irish archaeology.

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

Background

The Communications and Outreach Officer will have a lead role in developing and delivering a meeting-point between the Discovery Programme and the wider public, including key sectoral stakeholders and general interest groups. The primary focus of activity for the Communications and Outreach Officer will be around the delivery of outreach and communication activities that focus upon archaeology and the ongoing work of the Discovery Programme. The successful candidate will be expected to be able to demonstrate a good working knowledge of Ireland's archaeological and built heritage, and to be willing to learn more about archaeological research in Ireland.

Communication and outreach activities will include the use of social media platforms through to the delivery of in-person events including symposia and conferences about the work of the Discovery Programme. The successful candidate will have a lead role in the organisation and delivery of those activities, liaising throughout with service-providers, participants and colleagues. The Communications and Outreach Officer will also have a lead role in developing, delivering and reporting a dynamic annual outreach programme that engages existing audiences and develops the profile of the Discovery Programme.

At the present time the Discovery Programme is involved in several important archaeological research projects which include the development of a Strategic Archaeological Research Framework for the island of Ireland, the study of the impacts of climate change on our historic landscape, 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 successful candidate will have an important role in facilitating requests to re-use data and resources developed by the Discovery Programme.

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 projects may include workshops, presentations and talks, site tours and provision of education resources. The Communications and Outreach Officer will be expected to initiate new connections with local communities, and build upon existing networks to increase the profile of the Discovery Programme and to continue meaningful participation with those communities.

Alongside the publication of its research the Discovery Programme is seeking to progress the provision of bilingual materials, in Irish as well as English. The Communications and Outreach Officer will be expected to take a lead role in the provision of such bilingual material, including the scripting and publishing of bilingual social media outputs, management of any required translation services, and supporting the organisation in developing a plan for the provision of future publication materials in Irish. This will include the maintenance of websites, social media and other digital communications in Irish as well as English. The successful candidate will be expected to have sufficient proficiency in the use of Irish as well as English language to be able to carry out their day to day duties.

Role and Responsibilities

The key activities in respect of the post of Communications and Outreach Officer are set out below:

1. To plan, develop and deliver an agreed annual programme of Communications and Outreach activities and events for the Discovery Programme, with key partners and stakeholders as appropriate;
2. To develop and maintain key partnerships with State agencies; sectoral stakeholders and local communities; local, regional and national media, for the provision of information and maximise publicity about the work of the Discovery Programme;
3. To maintain and update resources on-line, including management of the Discovery Programme's website, social media platforms and digital communications;
4. To contribute to and engage with the Discovery Programme Board and Staff in the development of new outreach opportunities, including a lead role in the development of creative materials and resources such as educational resources, information graphics and publications;
5. Provide public engagement and outreach expertise, knowledge, and specialist input into all Discovery Programme projects;
6. To organise, co-ordinate and support the delivery of key engagement events such as conferences, seminars, workshops and training events;
7. To manage the provision of bilingual resources for the Discovery Programme;
8. To manage the Discovery Programme's publication schedule, including the collation and production of the Discovery Programme's Annual Report;
9. To support the Board and Chief Executive Officer in the development of partnerships with key sectoral stakeholders to stimulate debate on Irish archaeology and related subjects;
10. Manage requests made to the Discovery Programme for information and materials for research, including liaison with external bodies regarding potential reuse and exchange of data;

11. To support the Discovery Programme's Board, Communications Committee and Chief Executive Officer in the provision of key communications metrics to assess the reach and impact of the organisation and its outreach activities;
12. Any other duties as may be reasonably required from time to time in respect of this post.

The post holder will be expected to conduct their duties to assist in the progression and delivery of 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 Communications and Outreach projects 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 Communications and Outreach activities;
- Strong organisation and time management skills.
- Sound academic and professional knowledge about Communications and Outreach involving archaeology, including a good working knowledge of:
 - archaeology found on the island of Ireland, and
 - the work of the Discovery Programme and its role in archaeological research on the island of Ireland and with international partners;
- Demonstration of successful project completion;
- 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; and
- Flexibility and adaptability in the context of remote or blended working arrangements.

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:

These are required criteria 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 (see Appendix 1). 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 outreach and participation 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. In addition, an important element of this post is the provision of bilingual services, in Irish and English, and candidates may be asked to demonstrate how they would ensure delivery of outputs that embraces the use of both languages.

At interview the successful candidate will also be expected to demonstrate a good working knowledge of archaeology, built heritage and cultural on the island of Ireland, including sound knowledge of key sites and monuments, artefacts, places and histories of human activity 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 a subject relevant to the post*
	AND:
EC2	At least two years' professional experience** of communications and outreach activities gained within the last 15 years, to include both of the areas of essential experience outlined below: EC2a: at least six months professional experience of formulating, delivering, and evaluating public outreach, education or communication activities ideally relating to the historic environment, cultural heritage or environmental science; and EC2b: at least six months practical experience of managing and delivering communications and outreach through the use of digital platforms including management of websites, social media platforms and digital communications.
*You will need to demonstrate that your qualification is relevant to this post, that it is 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

These are criteria 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.

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

SC1	A Masters Degree (National Framework for Qualifications Level 9; European Qualifications Framework Level 7) in a discipline closely related* to the post.
	OR
SC2	At least an honours degree (Irish National Framework of Qualifications Level 6 or 7) in a subject relevant* to the post AND a third level qualification in marketing or public relations/public engagement (level 6 qualification (Bachelor Degree) as recognized by the European Qualifications Framework).
	OR
SC3	At least 12 months experience within the three years post-graduate professional experience** of each of the elements described at EC2a and EC2b, gained within the last 15 years.
*It is for you to demonstrate that their qualification is in a discipline closely related to archaeology, 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 five years	

Further Desirable Criteria/Shortlisting Criteria

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

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 **31 October 2023**.

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

Attached to that email, applicants must include Application Form COM_2023_004, 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

Further details on the application process are set out at Appendix 1 of this document.

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:

31 October 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.

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 Wednesday 23 August 2023**.

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. It is likely that interviews will be held remotely via Zoom. If in-person interviews are held, they will be conducted in central Dublin.

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 September 2023.

Where shortlisting for interview occurs it 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

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 **31 October 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 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

Further detail about the CHERISH Project may be found here:

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

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

Nature of Employment:	This is a permanent full-time appointment, subject to the satisfactory completion of a six month probationary period and continued good conduct in post.
Salary:	In the region of at €38,884.00-€40,763.00 per annum (pro rata), that is, Point 4-5 of the Executive Officer Standard Scale 66240(2)), with annual increments on that scale on satisfactory performance in post
Place of Work:	Merchants House, Merchants Quay, D08 K3KD, Ireland. NB: see note below
Reporting to:	Chief Executive Officer or their nominee
Hours of Work and Rest:	As provided for under the Organisation of Working Time Act 1997 Normal hours of work are full time, 37.5 hours per week, Monday to Friday, excluding lunch breaks, normally to be worked as agreed between the hours of 08:00 and 18:00. The Discovery Programme operates a flexi-time policy. From time to time the post holder will be expected to work outside normal working hours subject to the limits set down in the working time regulations.
Holidays:	In addition to usual public holidays the annual leave entitlement is 23 days per calendar year
Pension:	The Discovery Programme (Employer) Pension contribution is on a matching basis from 1% up to a maximum of 5% of salary; the employee may make a greater contribution to their salary, with employer contribution capped at 5%.
Other Information:	While this is an office-based post, applicants should note that from time to time field visits to sites of archaeological interest or research may be required. This may include visits to institutions, located in centres of population, as well as sites located in the countryside, mountain tops and foreshore, including sites in various states or repair or disrepair, subject to archaeological excavation and/or in conservation or construction phases. Travelling and subsistence expenses are paid according to the rates set by the Discovery Programme.

NB: Place of Work – Please note, it is anticipated that this will be a largely office-based post. The successful candidate 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. The post holder will be expected to spend at least 60% of their time in office-based activity. From time to time the post holder will be required to work at different locations to facilitate meetings and engagement with stakeholders.