

Sligo County Council



Candidate Information Booklet

(Please read carefully)

Creation of panel for the position of:

ARCHIVIST (GRADE VI)

Closing Date : 4:30 p.m. on Thursday 26th June 2025

Completed Application Form including required supporting documentation should be returned via e-mail to jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliffe) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 480 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Declan Bree.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Archivist. Sligo County Council will, following the interview process, form a panel for the post from which future relevant vacancies may be filled, subject to sanction approval from the Department of Housing, Local Government and Heritage. The panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Suitably qualified persons are invited to apply for inclusion on the panel.

JOB DESCRIPTION

The Archivist appointed to Sligo County Council will be responsible for the proper management, custody, care and conservation of local records and local archives and will put in place structures which will provide for the proper management of Sligo County Council's archives as per the Local Government Acts of 1994, 2001 and 2011.

The Archivist will oversee the drafting of and implementation of a five-year Archives Plan along with an Annual Unit Operational Team Plan.

They will manage Sligo County Council's extensive historical records for each Council Department and be responsible for the conservation of records and archives that are over 30 years old.

In addition, the successful candidate will actively promote best practice in terms of the storage of physical archives and by default, streamline storage requirements through a programme of digitisation.

The Archivist will work with Sligo County Council's I.T. department to establish procedures and procure equipment such as an I.T. system. The Archivist will be required to work with Sligo County Council's Corporate Services Department to implement the National Retention Policy for Local Authority records and oversee the cataloguing, managing, storage, preservation and restoration of the archives of Sligo County Council.

The Archivist will be a member of County Sligo's Heritage Forum and will work closely with the Heritage Office of Sligo County Council. The Archives section will be located in the Directorate: Live, Invest, Visit under the Culture section and will work in partnership with Sligo County Council's many departments.

The Archivist will report directly to the County Librarian or any other senior officer as designated by the Chief Executive of Sligo County Council.

The successful candidate will be responsible for the management of a budget along with a team of staff.

They will be responsible for making Sligo County Council Archives available for inspection by the public. Public access for Archives will be shared with Sligo Libraries Local Studies section. The Archivist will oversee access to Sligo County Council Archives and will also actively promote Archives to the public through presentations, exhibitions and the use of social media channels. Likewise, the Archivist will put in place an outreach education programme for County Council staff, primary level, second level and third level students.

Through the Heritage Forum, the Archivist will support the Irish Community Archive Network (ICAN), Sligo County Council's partnership with the Heritage Council, Heritage Officers and Sligo's communities.

Sligo County Council have been successful in receiving grant approval under the URDF scheme to build a purpose-built Library, Archive and Museum facility in Sligo City. The Archivist will contribute to the architectural brief as part of this development.

SLIGO COUNTY COUNCIL EMPLOYMENT BENEFITS

- 30 no. annual leave days per annum (pro-rata)
- Availability of flexi-time (accruing one day in a four week period)
- A range of Family Friendly Policies
- Availability of Cycle to Work Scheme
- Paid maternity & paternity leave
- Pension Scheme
- Access to services provided under Sligo County Council's Employee Assistance Programme

COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL

CREATION OF PANEL FOR POSITION OF ARCHIVIST (GRADE VI)

QUALIFICATIONS FOR THE POST

1. CHARACTER

Each candidate shall be of good character.

2. HEALTH

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. CITIZENSHIP

Candidates must, by the date of any job offer, be:

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

4. EDUCATION, EXPERIENCE, ETC.

Each candidate must, on the latest date for receipt of completed application forms:

- (a) Hold a National Framework of Qualifications (NFQ) Level 8 qualification in a relevant discipline;
- (b) Hold a National Framework of Qualifications Level 9 qualification (minimum) in archival studies / records management from a course accredited by the Archives and Records Association (U.K. & Ireland) or equivalent professional body in jurisdiction outside Ireland or the U.K.;

- (c) Have at least two (2) years satisfactory post qualification experience of working as an archivist or records manager;
- (d) Demonstrate knowledge of the legal and regulatory frameworks governing archives.

5. DESIRABLE SKILLS & EXPERIENCE

The ideal candidate will:

- Have experience using archival software e.g. Atom, Axiell etc.;
- Have experience creating and implementing a digital preservation strategy;
- Have experience in digitisation of records and working on digital projects;
- Have a knowledge of the legal and ethical context to work with records and modern archives including high levels of discretion when dealing with sensitive material and knowledge of the Birth Information and Tracing Act (2022);
- Have an understanding of archival standards and building standards for archival repositories;
- Have the ability to demonstrate strong all-round archives management skills with experience in assessing, arranging, describing and administering large and complex archival collections including work with donors and depositors;
- Have an understanding of the professional and administrative roles of the position and have a commitment to continuous professional development;
- Have the ability to work as part of a team and with colleagues of Sligo County Library, other Sligo County Council departments and outside organisations;
- Have excellent I.T. and digital skills and have experience of using a wide range of technologies including digitisation;
- Possess strong interpersonal and communication skills;
- Have a good understanding of the structures and functions of local government and a commitment to public service;
- Have relevant administration experience;
- Have good knowledge and awareness of Health and Safety legislation and regulations, their implications for the organisation and the employee and their application in the workplace.

6. CAR & DRIVING LICENCE

It may be necessary for the person employed to travel in the course of their official duties. On the latest date for receipt of application forms, applicants must hold a full driving licence for class B vehicles and shall drive a car in the course of their duties and for this purpose, shall maintain a car to the satisfaction of the Council.

Competencies for the Post

The competencies listed below are the Local Authority competencies for this post. Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these competencies when completing the application form as short-listing or interview processes may be based on the information provided by candidates in Section D of the application form:

Management and Change

- Be effective in translating corporate mission and objectives into operational plans and outputs.
- Develop and maintain positive, productive and beneficial working relationships.
- Effectively manage the introduction of change and demonstrate flexibility and openness to change.

Delivering Results

- Contribute to the development of operational plans and lead the development of team plans.
- Plan and prioritise work and resources effectively.
- Establish high quality service and customer care standards.
- Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.

Leading and Motivating and Managing Performance

- Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.
- Effectively manage performance.

Communicating Effectively

- Has highly effective verbal and written communication skills including established competence in the compilation of written reports.

Personal Effectiveness

- Take initiative and seek opportunities to exceed goals.
- Manage time and workload effectively and operate in an environment with significant complexity and pace.
- Maintain a positive, constructive and enthusiastic attitude to their role.

COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL

ARCHIVIST (GRADE VI)

PARTICULARS OF OFFICE

1. THE POST

The post is Archivist. This is a pensionable whole-time position on the basis of a thirty-five (35) hour five (5) day week.

2. DUTIES

The duties of the employment are to give to:

- (a) Sligo County Council under the control of the Chief Executive or his nominee and
- (b) To any other local authority or body with which an agreement has been made by the local authority,

Under the general direction and control of the Chief Executive or of such other employee as the Chief Executive may from time to time determine, such appropriate services of a management, administrative, executive, supervisory, advisory and ancillary nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties, and to exercise such powers, functions and duties as may be delegated to him or her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body.

Key Duties and Responsibilities of the post are:

- To prepare, manage and implement a County Archives Development Plan which includes an audit of current Local Authority archival material, identification of other relevant collections and assessment of existing archival service provision.
- To draft, on an annual basis, a Unit Operational Team Plan for the Archives Department.
- To work with relevant Local Authority departments and advisory teams to develop and deliver the archives service.
- To be an active member of the Local Authority Heritage Team working to enhance the management, conservation and promotion of built, natural and cultural heritage and integration of heritage functions across the County.
- To establish and maintain partnerships and professional networks.
- To ensure that archive services adhere to professional standards for curation, security and data protection and to develop and maintain relevant policies and documentation to meet these standards.
- To maintain accurate service metrics and ensure compliance with all relevant legal requirements.

- To provide service analysis and compile reports as required.
- To submit quarterly reports to the Local Authority and the Heritage Council and produce an annual report for publication.
- To liaise regularly with foundational stakeholders to ensure alignment and progress.
- To provide expert advice to the Local Authority on archive-related matters including the Authority's legal obligations concerning archives.
- To apply for and deliver projects funded by the Heritage Council and other available sources.
- To manage performance and service delivery to meet established targets, plans and policies.
- To actively participate as a member of the County Heritage Forum.
- To oversee the day-to-day operations of public-facing archive services including professional archivist duties such as surveying, processing and listing official and private collections, premises maintenance and storage environment management, disaster preparedness planning for all stakeholders and co-ordination of collection transfers with Local Authority colleagues.
- To assess and select archives for priority conservation and digitisation.
- To plan, organise and participate in programmes, exhibitions, events, and activities.
- To promote public engagement with archival holdings, local history and heritage.
- To co-ordinate with communities to curate events as part of the annual National Heritage Week.
- To undertake additional duties of a similar nature and responsibility as required or assigned.

3. **SALARY**

The salary shall be fully inclusive and will be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

The current salary scale for the post is as follows:

€56,754 – €58,108 – €59,758 – €62,862 – €64,716 – LSI 1 €67,020 – LSI 2 €69,337

Salary for the post shall be in accordance with existing practice as set out in relevant circulars. New entrants will be paid at the minimum of the scale.

4. **SUPERANNUATION**

- a) Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation,

to contribute to the local authority at the rate of 1.5% of their pensionable remuneration, plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

- b) Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.
- c) All persons under (a) and (b) above who become pensionable employees of a local authority will be required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
- d) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

5. PROBATION

There shall be a period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, the service of such person is certified as satisfactory.

6. RETIREMENT AGE

For appointees who are deemed to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

7. RESIDENCE

The holder of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

8. METHOD OF SELECTION

- (a) **Selection** shall be by means of a competition based on an interview conducted by, or on behalf of, Sligo County Council. Interviews will be conducted in person. The Council will not be responsible for any expenses incurred by candidates in attending for interview. Panels will be formed of those who are most successful in the

competition. The top performing candidates at final selection interview, whose names are placed on the panels, and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panels, be employed as appropriate vacancies arise.

The life of the panels shall be one year from the date they are formed, unless extended by the Chief Executive.

- (b) **Short-Listing:** While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience.

The short-listing criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Candidates may be short-listed for final competitive interview on the basis of:

- (a) The information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions, or
- (b) A preliminary interview or
- (c) Appropriate test i.e. aptitude test, etc. or
- (d) any mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Competencies displayed
- Attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

9. GARDA VETTING & REFERENCES

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to Sligo County Council.

10. MEDICAL EXAMINATION

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate before they are appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

11. PERIOD OF ACCEPTANCE OF OFFER

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

12. NORMAL WORKING HOURS

Normal working hours are 9.00 a.m. to 5.00 p.m., Monday to Saturday to a total of thirty-five (35) hours per week over five (5) days. The successful candidate may be scheduled to work as part of a rota to include evenings from time to time as necessary.

13. TRAVEL AND SUBSISTENCE ARRANGEMENTS

Travel and subsistence expenses shall be paid in accordance with agreed rates which may be revised from time to time.

14. ANNUAL LEAVE

Annual Leave shall be 30 days per annum. Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

15. SICK LEAVE

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management (Sick Leave) Regulations, 2014, and any subsequent Regulations made from time to time.

16. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

17. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link: Data Protection (GDPR) (sligococo.ie).