



# Comhairle Chontae Liatroma Leitrim County Council

## CANDIDATE INFORMATION BOOKLET

(Please read carefully)

**Post of:**

**ARCHIVIST**

**(Analogous to Executive Librarian Grade VI)**

**3 Year Fixed Term Contract**

**Closing Date: 4:00 p.m. on Thursday, 18th December 2025**

### Important Notes

Completed Application Form (***inclusive of all other required documentation***) must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

Please quote '**Archivist Application**' followed by your **name** in the subject line of the email.

**Note:** Hard copy Application Forms will not be accepted

## General Information:

County Leitrim, located in the North-West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

## The Role:

Applications are invited from suitably qualified persons who wish to be considered for inclusion on a panel for the position of **Archivist**. The position is full-time and **temporary and will be on the basis of a 3 Year Fixed Term Contract**.

The Archivist appointed to Leitrim 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 Leitrim 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 an Archives Plan for the Council. The Archivist will ensure that invaluable resources of archival materials of historical significance are preserved for public access and future generations. 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 play a cross-departmental role, offering advice and information on archives and documentary heritage to staff across the local authority. They will work closely with the Heritage Officer, County Librarian and all departments to meet the wide-ranging information, education, research and cultural needs of the citizens of Leitrim.

They will provide expert advice to Leitrim County Council on archive-related matters, including the Authority's legal obligations concerning archives.

The Archivist will be an active member of the County Heritage Forum.

The Archivist has responsibility for managing resources, staff and services to the public and will work under the direction and management of the Director of Services, Housing, Planning, Corporate Services and Transformation or any other officer designated by the Chief Executive.

## The Qualifications:

### 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 for any of the above panels 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, Training, Experience etc.

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

- a) hold a recognised qualification in Archival Studies\*
- b) have relevant satisfactory experience in archival work

- **\*Please ensure that relevant Qualification is submitted to the HR Department with your application. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.**

### The Ideal Candidate Shall Have:

- A Masters in Archival Studies and Records Management or Higher Diploma in Archival Studies.
- Experience using archival software e.g. Atom, Axiell etc.
- Experience creating and implementing a digital preservation strategy.
- Excellent relevant ICT experience, including experience in digitisation of records and working on digital projects.
- 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).
- An understanding of archival standards and building standards for archival repositories.
- 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.
- Demonstrable knowledge of best professional practice and appropriate standards with regard to the management of records and archives.
- Demonstrable knowledge of current information governance requirements and legislation, e.g. Data Protection Act 2018, Freedom of Information Act 2014, Copyright and Related Rights Act 2000 etc.
- An understanding of the professional and administrative roles of the position and a commitment to continuous professional development.

- Self-motivation with the ability to work on own initiative as well as an integral part of a team and with colleagues including Leitrim County Library, other Leitrim County Council departments and outside organisations.
- Strong interpersonal and written and verbal communication skills and the ability to prepare and present reports and to represent the Council in a professional and credible manner.
- The ability to plan and prioritise work effectively, to work under pressure to tight deadlines and to take a strategic approach in the formulation and delivery of key policy objectives.
- Strong organisational skills, including meeting facilitation and administration.
- Strong analytical, conceptual and problem solving skills.
- The ability to manage financial resources within a budgetary control framework.
- The ability to build, manage and nurture partnerships and relationships across a range of stakeholders.
- Flexibility and availability to work outside normal office hours as required.
- A good understanding of the structures and functions of local government and a commitment to public service.
- Relevant management and administrative experience at a sufficiently high level.
- A 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.

### Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

<b>Management and Change</b>	<ul style="list-style-type: none"> <li>• Is effective in translating corporate mission and objectives into operational plans and outputs.</li> <li>• Develops and maintains positive, productive and beneficial working relationships.</li> <li>• Effectively manages the introduction of change and demonstrate flexibility and openness to change.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Contributes to the development of operational plans and leads the development of team plans.</li> <li>• Plans and prioritises work and resources effectively.</li> <li>• Establishes high quality services and customer care standards.</li> <li>• Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.</li> </ul>
<b>Leading, Motivating, Managing Performance &amp; Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Ability to lead, motivate and engage employees to achieve quality results and to deliver on operational plans.</li> <li>• Ensures compliance with Health &amp; Safety Legislation.</li> <li>• Effectively manages team and individual performance.</li> <li>• Has good and effective written and verbal skills.</li> <li>• Ability to work with internal and external stakeholders.</li> </ul>

<b>Personal Effectiveness:</b>	<ul style="list-style-type: none"> <li>• Maintains a positive, constructive and enthusiastic attitude to their role</li> <li>• Takes initiative and sets challenging goals to achieve high quality outcomes.</li> <li>• Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</li> <li>• Manages time and workload effectively.</li> <li>• Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.</li> </ul>
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of the role of Archivist.</li> <li>• Demonstrates an understanding of relevant ICT and digitisation technologies.</li> <li>• Has knowledge and understanding of Local Authority functions and structures.</li> <li>• Understanding of the Role of the Elected Members.</li> <li>• Possess a thorough knowledge of health and safety legislation and its implications for the workplace.</li> </ul>

## The Principal Terms and Conditions:

The Office is **wholetime, temporary and pensionable**. The appointment will be on the basis of a **3 Year Fixed Term Contract**, subject to a probationary period of 6 months. A panel will be formed from which temporary Archivist vacancies arising during the lifetime of the panel (12 months) may be filled.

### 1. Duties

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

Under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of a technical, administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputising for other officers of the local authority.

The Archivist will report to the Director of Services, Housing, Planning, Corporate Services and Transformation and Carrick-on-Shannon Municipal District, or such other officer designated by Chief Executive.

The key duties and responsibilities of the post of **Archivist** may include but are not limited to the following:

### County Archives Development Plan

- 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
  - Assessment of existing archival service provision

**Collaboration and Partnership Building**

- 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.

**Standards and Compliance**

- To ensure that archive services adhere to professional standards for curation, security and data protection
- To develop and maintain relevant policies and documentation to meet these standards.

**Metrics and Legal Compliance**

- To maintain accurate service metrics and ensure compliance with all relevant legal requirements.
- To provide service analysis and compile reports as required.

**Reporting and Stakeholder Engagement**

- To submit quarterly reports to the Local Authority and the Heritage Council.
- To produce an annual report for publication.
- To liaise regularly with foundational stakeholders to ensure alignment and progress.

**Advisory Role**

- To provide expert advice to the Local Authority on archive-related matters, including the Authority's legal obligations concerning archives.

**Project Funding**

- To apply for and deliver projects funded by the Heritage Council and other available sources.

**Performance and Service Management**

- To manage performance and service delivery to meet established targets, plans and policies.

**Heritage Forum Participation**

- To actively participate as a member of the County Heritage Forum.

**Frontline Archive Services**

- 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
  - Co-ordination of collection transfers with Local Authority colleagues

**Conservation and Digitisation**

- To assess and select archives for priority conservation and digitisation.

**Community Engagement and Promotion**

- 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.

**Other Duties**

- To undertake additional duties of a similar nature and responsibility as required or assigned.

**2. Salary**

The salary scale for the post of Archivist (Analogous to Executive Librarian Grade VI), applicable from 1<sup>st</sup> August 2025, is within the range:

**€€57,322, €58,689, €60,356, €63,491, €65,363, €67,690 (LSI1), €70,030 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

The rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall 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.

### **3. Residence**

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

### **4. Probation**

All contracts will be subject to a probationary period of 6 months, during which the performance of the successful applicant will be regularly evaluated. If during that period, the Local Authority is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice on either side, or, in the event of misconduct or negligence, without notice

The probationary period may be extended at the discretion of the Chief Executive of Leitrim County Council

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

### **5. Annual Leave**

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

### **6. Working Hours**

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility around working hours and evening and weekend work may arise.

The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001. Leitrim County Council requires employees to record their hours worked using a clocking system.

### **7. Superannuation**

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the



Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of 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). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

## **8. Retirement Age**

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

## **9. Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee's re-employment, that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

**Please note:** In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

## **10. Driving Licence/Travel**

Holders of the post will be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and shall drive a motor car and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify Leitrim County Council.



Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

### 11. Garda Vetting

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 and on a periodic basis thereafter for the duration of their employment.

### 12. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### 13. Data Protection

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

## SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A Panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

**All applications must be made on the official Application Form** which are available to download on Leitrim County Council's website [www.leitrim.ie](http://www.leitrim.ie) or alternatively, contact the Human Resources Department by emailing [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

**Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as ONE Single Document** (not individual scanned documents) via email.

**Closing date for receipt of applications is 4:00 p.m. on Thursday, 18th December 2025** via email to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie). Applications received after this date and time will not be considered.

Please quote '**Archivist Application**' followed by your name in the subject line of the email.

**Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.**

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

**NOTES:** Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

**Leitrim County Council is an equal opportunities employer.**