



Comhairle Cathrach Chorcaí
Cork City Council

Assistant Archivist (Grade V)

JOB SPECIFICATION

Please download and read in conjunction with
Candidate Information Booklet

Closing date:

4pm, Tuesday 1st April 2025

BACKGROUND

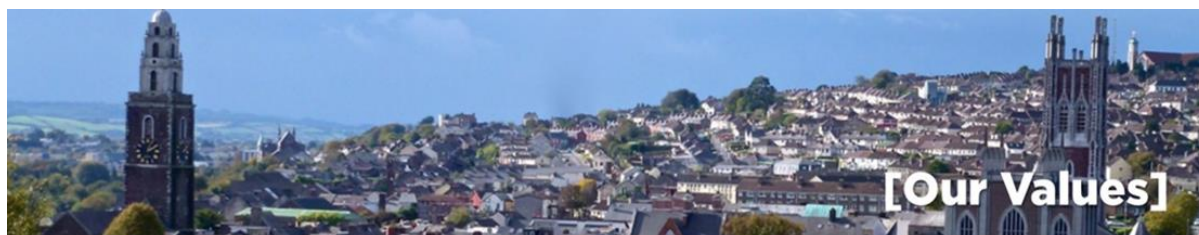
Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of €325m for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's Corporate Plan can be viewed on our website: [Corporate Plans - Cork City Council](#)

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.



Comhairle Cathrach Chorcaí
Cork City Council



SUSTAINABLE
DEVELOPMENT
GOALS



We are Cork.

CORK CITY AND COUNTY ARCHIVES SERVICE

Cork City and County Archives Service (CCCA) is a major cultural heritage institution holding archive collections of both local, regional, national, and international significance. CCCA is operated by Cork City Council, and it is also a shared service that is equally funded and supported by Cork City Council, Cork County Council and University College Cork. CCCA serves a combined population of Cork City and County of approx. 590,000 people.

CCCA is responsible for the proper management, custody, care, and conservation, of Cork's local archives, and for making those archives appropriately available for research and public inspection. The archive collections held comprise mainly:

1. Local government records that have been selected for permanent preservation and transferred to CCCA by Cork City Council and Cork County Council and other Cork local authorities, including records from defunct local authorities and any of their precursor agencies;
2. Archives from Cork acquired from organisations and individuals by donation, loan, purchase, or bequest.

CCCA collections date back, in some cases, 400 years or more, with the majority of the material dating within the 1700 to 1990 period. The collections are both completely unique, and exceptionally rich and diverse. CCCA is also responsible for developing and delivering Council records management services.

Contributing to the management and operation of CCCA is a large and complex task, given the range of services delivered, and the huge volume of archives in the collection, consisting of several hundred thousand items in various formats such as files, bound volumes, manuscripts, ephemera, photographs, maps, plans, drawings, audio and visual recordings, plus electronic images, recordings, and documents. The collection is the largest held by a local government archive in Ireland, and the Cork City and County Archives is considered to be the leading local authority led archives service in the state.

Further information is available on [Cork City and County Archives - Cork City Archives](#)

THE ROLE

Cork City Council is establishing a panel for the position of Assistant Archivist (Grade V), from which permanent and temporary vacancies may be filled across various departments.

- The Assistant Archivist is an entry level professional managerial and frontline role and is central to the delivery of CCCA's services.
- The role will involve responsibility for supporting the management and direction of the CCCA, and the effective delivery of a range of archival and records management services, projects and programmes to the public and to Cork City Council, and, on request, Cork County Council
- The role will include participation in the delivery and management of researcher/research room services; answering research queries; creation of finding aids including cataloguing, indexing, and descriptive listing of collections to international standards; acquiring and accessioning new collections; use of the Axiell collections management system, uploading to the public online catalogue and web site; digitisation and online access to collections; developing and delivering outreach and educational projects and activities; managing the preservation and conservation of archives and implementing the CCCA Collections Preservation Policy; contributing to CCCA policy development and operational planning.
- The role may involve particular responsibility for the development and effective delivery of corporate records and information management (RIM) in Cork City Council and, on request, Cork County Council, including hard copy and digital records management, in co-operation with the CCCA Team and the Data Protection Officer, ICT managers, and corporate and section level managers.
- The role may involve particular responsibility for managing the preservation and making available of digital archives including born digital archives.

- The Assistant Archivist works as part of a team lead by the Senior Archivist and may also assist in the management and administration of the service and the Archives building.
- The Assistant Archivist will work under the direction, supervision, and mentorship of the Senior Archivist.

DUTIES

The duties of the post include, but are not limited to, the following: -

- i. Provide managerial and frontline archives and records management services to the public and Cork City Council in person and through all available communications channels;
- ii. Ensure service delivery to expected standards in line with targets, plans and policies;
- iii. Providing service analysis and reports as required, using diverse communications channels
- iv. Plan, organise and deliver outreach and educational programmes, exhibitions, talks, events and activities;
- v. Build relevant partnerships and networks;
- vi. Professional archivist duties as required including surveying, appraisal, processing, listing, digitisation of local government and privately deposited collections; the management of conservation and preservation of collections, including digital archives.
- vii. Development and delivery of corporate records and information management (RIM) as required by Cork City Council or, on request, Cork County Council, such as, policy development, training, appraisal, retention and disposal, and digital preservation, with due regard to the National Retention Policy for Local Authority Records
- viii. The Assistant Archivist will, in co-operation with other staff, be responsible for the custody and care of archive collection at the City & County Archives and for control of access to these, having regard to the provisions of General Data Protection Regulation (GDPR)

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.

QUALIFICATIONS

1. Character

Candidates shall be of good character.

2. Health

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

3. Essential Requirements

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

- a) Hold a primary degree, and a post-graduate qualification in archives administration, including records management, from a recognised third-level institution;
- b) Possess a high standard of training and experience;
- c) Have an awareness of Health and Safety Legislation and Regulations and their application in the workplace.

4. Desirable Skills

The ideal candidate will:

- Have satisfactory experience working as a professional archivist
- Have an understanding of the professional and administrative roles of Archivist and a commitment to Continuous Professional Development (CPD);
- Have strong interpersonal and communication skills;

- Have excellent IT, Web and Digital skills and experience of using a wide range of technologies;
- Have excellent knowledge, and experience, in developing and delivering records management in a local authority or other public sector organisation
- Have experience and skills relating to digital preservation, digitisation, metadata use, and digital collection management systems including creation, management and online delivery
- Have the ability to work with colleagues from CCCA and other Cork City Council departments and outside organisations
- Have experience of cataloguing and indexing archives or records to international standards
- Have experience of promoting public and educational engagement with archival holdings and/or experience promoting records management within an organisation.
- Have a good understanding of Local Government and a commitment to public service;
- Have good knowledge and awareness of Health and Safety legislation and regulations, the implications for the organisation and the employee and their application in the workplace;
- Possess a satisfactory knowledge of GDPR and its implications for archival and records management work;
- Demonstrate relevant administrative experience at a sufficiently high level;
- Have a general good knowledge of the functions and duties of Local Authorities;
- Have satisfactory experience in organising and implementing work programmes;
- Evidence of planning and organising skills;
- Report writing and presentation skills and the ability to communicate clearly with others;
- An ability to manage deadlines and effectively handle complex work demands and multiple tasks.

COMPETENCY FRAMEWORK

Key competencies for the post are outlined in the table below. Candidates are expected to demonstrate their competence in each area both in their application form and at interview, if invited. To effectively showcase your skills, use the STAR technique (Situation, Task, Action, Result).

For each competency, provide a recent and specific example of your achievements, detailing the situation or project, your role, the actions you took, and the outcome.

<u>Delivering Results - Delivery Quality Work and Services</u>
<i>Sets and implements high standards of service delivery and closely monitors quality of activities and takes initiatives to improve work processes over time.</i>
<ul style="list-style-type: none"> • Sets out clear standards for the quality of all main work areas. • Demonstrates strong customer service ethic, with both internal and external customers. • Intervenes immediately and decisively where there is a problem with service quality. • Organises the delivery of services to meet or exceed the required standard while managing resources effectively. • Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in public service delivery. • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations • Plan and prioritise work and resources effectively • Contribute to the development of operational plans and team plans
<u>Communicating Effectively - Performance Through People</u>
<i>Recognises the value of and requirement to communicate effectively in the role. Has effective verbal and written communication skills. Has good interpersonal skills.</i>
<ul style="list-style-type: none"> • Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience. • Actively listens to others and looks for feedback on the message being communicated. • Is effective in communicating a complex or technical message, using language appropriate to the audience. • Puts in place systems and mechanisms to make best use of available information.

- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Uses the most appropriate communication channels when communicating with others.
- Relates well to others, maintains positive working relationships and works in an open and collaborative way with others.

Personal Effectiveness, Motivation & Initiative

Is enthusiastic about the role, and is motivated in the face of difficulties and obstacles. Adopts a positive attitude to work; is enthusiastic and open to taking on new challenges or responsibilities. Takes the initiative and is proactive in addressing issues.

- Is positively motivated to deliver quality service to the public and others
- Responds positively to the challenges of the role.
- Keeps up with current developments, trends and best practice in area of expertise and responsibility.
- Demonstrates and encourages innovation and new thinking.
- Effectively manages deadlines and complex work demands.
- Evidence of self-sufficiency, being capable of evaluating proposals and identifying improvements on a proactive basis and adapting readily to change
- Manages time effectively by focusing on essential tasks and responsibilities.
- Operates at an effective pace and maintains performance levels in periods of extra demand.
- Is proactive in addressing issues and problems.
- Shows a high level of determination in pursuing objectives
- Shares own knowledge, experience and learning with others.

Candidates may be short-listed on the basis of the information provided in their application form so careful attention should be given when completing the application to ensure that relevant experience and competencies are highlighted.

PRINCIPAL CONDITIONS OF SERVICE

Remuneration

Remuneration for the position of Assistant Archivist (Grade V) is:

€51,210 - €52,739 - €54,301 - €55,895 - €57,501 - €59,373 (LSI1) - €61,252 (LSI2)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. 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 any services which they are required by or under any enactment to perform.

Hours of Duty

The standard working week will be 35 hours per week. The role will involve flexible working hours and may occasionally include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. Holders of the post may be called for duty at any time in accordance with arrangements made by the local authorities.

The Council reserves the right to alter your hours of work from time to time. All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.

Please download and read in conjunction with the Candidate Information Booklet