



Comhairle Cathrach Chorcaí
Cork City Council

**Collections &
Documentation Officer
Cork Public Museum
(Grade IV)**

JOB SPECIFICATION

Please download and read in conjunction with the
Candidate Information Booklet

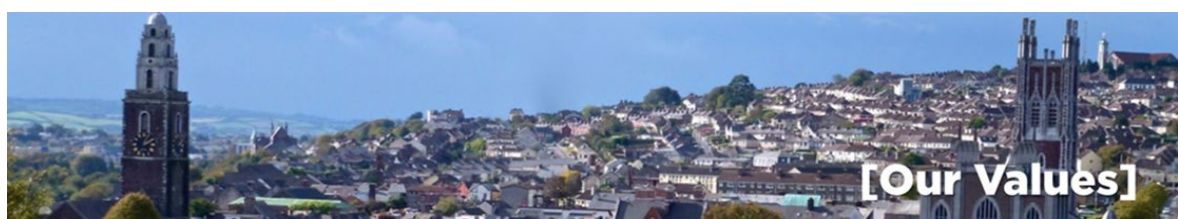
Closing date: 4pm, Friday 3rd January 2025

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 €325 million for 2025 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and placemaking and the delivery of housing and 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 services.



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.



THE ROLE

Cork Public Museum

Located in Fitzgerald's Park, [Cork Public Museum](#) houses a diverse collection of exhibits and local artefacts, which recounts the political, military, economic, social and municipal history of Cork City.

The position of Collections & Documentation Officer is central to the broadening and deepening of the role and function of the Museum as a community cultural service. The appointee will implement collections management policy for Cork Public Museum and will coordinate access to the collections and maintenance of collection facilities.

The Collections & Documentation Officer has a key role in relation to collections care, documentation, recording, maintenance, security, access, display, interpretation and storage and is central to maintaining the Museum's accredited status in the Museum Standards Programme as over half of the Standards are directly related to collections care.

Working as part of a small and dedicated team, the role requires flexibility and effective teamwork. The duties are varied and required to be carried out in a manner that inspires public trust and promotes Cork Public Museum as a leading cultural institution committed to equality, accessibility and life-long learning.

Cork City Council is establishing a panel for the position of **Collections and Documentation Officer – Cork Public Museum**, from which permanent and temporary vacancies may be filled from time to time.

DUTIES

The Collections and Documentation Officer's duties shall include but are not limited to the following;

Care of Collections

- Maintain optimum conditions for preventative conservation
- Monitor and record environmental conditions
- Prepare condition reports for objects on display, in storage, on loan, and proposed acquisitions and loans
- Participate in the development of a disaster plan for the collection
- Prepare objects for exhibition

Documentation

- Participate in the development of the Museum's collection policy
- Create and maintain orderly systems for the management of the collection in keeping with standard museum practice, including a documentation system for acquisition, de-accession, loan, registration, location, exit
- Supervise, number, catalogue, and store the Museum's collection
- Co-ordinate all aspects of borrowing and lending objects
- Maintain and develop the Museum's collection database

Exhibitions

- Work with the Curator and the museum team in the planning and development of all exhibitions, both long-term and temporary
- Responsible for leading out installation of all exhibitions in consultation with the Curator
- Ensure all objects are displayed in a manner best suited to the objects' continued preservation
- Ensure environmental controls required for display of objects are adhered to
- Source display materials for exhibitions when required
- Responsible for collection and return of temporary exhibitions as required

Research

- Design and implement the Museum's collection research programme
- Conduct general and object-specific research, and prepare that research for publication
- Research and oversee research for the Museum's collection
- Research and oversee research for the Museum's exhibitions
- Manage and develop the Museum's reference and image library

Communication

- Provide results of research in a form that is accessible to staff, visitors, and other users of the Museum
- Participate in the creation of permanent and temporary exhibitions
- Participate in the development of an education programme
- Respond to public enquiries and requests for information on the Museum's collection
- Co-ordinate staff and visitor access to the Museum's reference and image library
- Assist with heritage and community engagement events, which may occur offsite and during non-regular hours

Networking

- Network with museums and collections and documentation officers locally, nationally, and internationally
- Liaise with local, regional, and national bodies and funding agencies in the development of Cork Public Museum's collections

Financial Management

- Project and manage collections and documentation budgets, maintain accurate financial records, and monitor costs
- Research and pursue opportunities for funding in consultation with the Museum Manager
- Maintain relationships with relevant funding organisations

Museum Team

- Participate as part of the team in delivering the work of the Museum and have an ability to be flexible in the role to support all other members of the team
 - Report to the Manager and attend relevant meetings and events
 - Supervise other collections employees, volunteers, and visitors as required
- Collections & Documentation Officer | **Job Specification** | Cork City Council

- Ensure adherence to all Museum policies
- Work to Cork Public Museum standards as well as those of the National Museum of Ireland Designation, and of the Heritage Council Museum Standards Programme
- Promote the work of the Museum and an awareness of its services

In addition, the appointee will be required to:

- Ensure compliance with all regulations relating to procurement of services
- Comply with Health and Safety legislation at all times
- Ensure an efficient and effective response to all stakeholders
- Attend training as required
- Participate in corporate activities and responsibilities appropriate to their grade
- Undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
- Deputise for other employees of a higher grade as required

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 in subjects relevant to the Museum's collections, ideally in museum studies or library services
- b) have at least one year of relevant experience of documenting, researching and caring for museum collections including installation of exhibitions
- c) have at least one year of experience of working with a collections management system
- d) have a strong and demonstrable local and historical knowledge to assist with documenting and researching our collections
- e) have knowledge and understanding of museum practice and of the Irish museum sector, in particular the Museum Standards Programme of Ireland
- f) have excellent writing, verbal, communication and organisational skills
- g) possess the ability to work as part of a team but also set priorities, take initiative, and work independently, as appropriate
- h) have good IT skills and commitment to utilising new technologies in the workplace

4. Driving Licence

Holders of the office may be required to drive a car in the course of their duties and therefore applicants must hold a current full driving licence for class B vehicles free from disqualifications.

5. Desirable

The ideal candidate will:

- Be able to demonstrate a strong ability in the following competency areas: Delivering Quality Work and Services, Maintaining Positive Working Relationships & Identifying Problems and Contributing to Solutions. *(Refer to page 9 & 10 for more information)*
- Have the full-time use of a vehicle when necessary

PRINCIPAL CONDITIONS OF SERVICE

Salary

Salary scale for the position of Collections & Documentation Officer (Grade IV) is:

€34,260 - €36,366 - €39,355 - €41,318 - €43,035 - €44,696 - €46,938 - €48,560 - €50,206 (Max) - €51,733 (LSI1) - €53,301 (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. It is important that applicants fully understand that due to the nature of the role, it will be a requirement that the post holder be flexible about evening and weekend work which will be critical to the post for which overtime will not be paid but time-off-in-lieu will be available.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter 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.

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.

Please limit your response to 300 words per example.

<u>Delivering Quality Work and Services</u>
Develops and maintains high standards of service delivery in accordance with operational plans.
<ul style="list-style-type: none"> • Demonstrates a strong customer service ethos and is an example to both internal and external customers. • Takes pride in the quality of service delivered and constantly seeks to improve it. • Immediately reports to his or her supervisor where there is a problem with service quality. • Undertakes training as required to continuously improve quality work output. • Contributes ideas and suggestions as to how service activities can be improved.
<u>Maintaining Positive Working Relationships</u>
Relates well to others and maintains positive working relationships.
<ul style="list-style-type: none"> • Works in an open and collaborative way with others. • Addresses conflict or dissatisfaction in a constructive manner. • Behaves appropriately when in conflict situations. • Is proactive in providing help or support to fellow employees and is open to the perspective of others when acting to resolve conflict. • Use diplomacy and tact to facilitate working relationships with dissatisfied staff or customers.

Identifying Problems and Contributing to Solutions

Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions.

- Identifies problems or issues at an early point and takes action to address them.
- Makes decisions in a timely, clear and well-informed way.
- Analyses issues in a logical and rational manner taking into account all relevant information, policies and procedures including legislation.
- Addresses issues logically and on a step-by-step basis.
- Knows the limits of his/her decision-making authority and knows when to refer issues on for consultation or decision.

Please download a copy of this document for your own records and read in conjunction with the Candidate Information Booklet for the post

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