



Comhairle Cathrach Chorcaí
Cork City Council

Assistant Archivist (Grade V)

CANDIDATE INFORMATION BOOKLET

Please download and read in conjunction with the

Job Specification

Closing date:

4pm, Tuesday 1st April 2025

Format of the Competition

Only applications on the [Official Application Form](#) will be considered. CVs will not be accepted. Applications will initially be assessed to ensure they meet the minimum requirements for the post.

To access and complete the application, please click [this link](#), or scan the QR code [below](#) and follow the instructions. Applicants are required to submit their applications electronically and should retain a copy of their Application Form for their own personal reference.



Be advised that once fully completed applications are submitted the information within cannot be amended. When completing the employment history section on the Application Form please ensure all periods of employment and unemployment (if applicable) are recorded and accounted for.

The Council may shortlist applicants based on the information provided on the application form. Accordingly, applicants are advised to complete all sections of the form and ensure that the detail provided clearly demonstrates you meet the minimum qualifications for the post. Shortlisted applicants will be called for interview; all interviews will be held via Microsoft Teams.

**Completed application forms must be submitted by:
4pm, Tuesday 1st April 2025.**

Candidates should not email CVs with their applications – any non-relevant attachments will not be considered and may not be returned. Queries should be emailed to recruitment@corkcity.ie

Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview or who do not, when requested, furnish such evidence as the Council requires regarding any matter relevant to their candidature, will have no further claim to consideration.

Panel

The Council may form a panel or panels on completion of the selection process from which future vacancies may be filled. The duration of the panel will be one year from the date of its formation and may be extended for one further year at the discretion of the Director of People and Organisation Development.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Council is satisfied that the person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, the Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made, nor can it be deemed or inferred that such a determination has been made.

Period of Acceptance

Cork City Council will require the person to whom appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period the Council in its absolute discretion may determine, the Council shall not appoint him/her.

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.

Eligibility to Work in Ireland

Please note that in order to work in Ireland, a non-EEA National, unless they are exempted, must hold a valid Employment Permit. Should you be successful in the selection process, prior to appointment you will be required to confirm that you are in possession of same. Details of the process for you to apply for a work permit are available on the following website; <https://enterprise.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/>

References

Please note, if you receive an offer of employment from Cork City Council, you will be required to provide the contact details of two referees. Referees will not be contacted without prior notice and permission.

Probation

Where a person who is not already a permanent employee of a Local Authority is appointed to a permanent position, the following shall apply:

- (a) There shall be a period after such appointment takes effect during which such person shall hold the post on probation;
- (b) Such period shall be 1 year and may be extended at the discretion of the Director of People & Organisation Development;

(c) Such person shall cease to hold the post at the end of the period of probation unless during such period the Director of People & Organisation Development has certified that the service of such person is satisfactory based on the recommendation of the relevant Director of Service/Head of Department.

Duties

The duties outlined in the Job Specification are not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

In accordance with Section 159 (3) & (4) of Local Government Act 2001 an employee of the local authority shall perform the duties of the office and give the local authority under the general direction and control of the Chief Executive or of such other officer as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as are required for the exercise and performance of any of its powers, functions and duties and to exercise such powers, duties and functions 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 the local authority and such duties as may be required in relation to the area of any local authority. The holder of the office will, if required, act for an officer of a higher level.

Superannuation Contribution

Persons who become pensionable officers 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).

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 their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. All persons who become pensionable officers 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.

Persons who become pensionable officers of a local authority for the first time on or after 1st January 2013 will be liable to pay Class A PRSI Contribution and will be required in respect of their superannuation to contribute at the rate of 3.5% of net pensionable remuneration plus 3% of pensionable remuneration.

Retirement Age

Retirement age will be determined based on previous public sector service and will be advised at the time of appointment.

Residence

The holder of the post shall reside in the district in which duties are to be performed or within a reasonable distance thereof, at a location acceptable to the City Council.

Training

The successful candidate may, from time to time, be required to attend training deemed by the Council to be necessary for the post. Fire service operational training will also be available (but will not be mandatory).

Travel

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

Safety

The successful candidate must comply with safety policy and directives in force.

Health

For the purpose of satisfying the requirement as to health it may 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.

General Data Protection Regulation

Cork City Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Cork City Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details recording your record of employment, details of referees and confirmation of if you require an employment permit /visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on secure server.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/ or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personal File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service queries, employment references and/or character references as required.

Storage Period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Cork City Council will not be able to progress your application form for the competition for which you are applying.

Cork City Council's Privacy Statement can be assessed at:

<https://www.corkcity.ie/en/council-services/public-info/gdpr/>

Garda Vetting

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Accordingly, candidates may be requested to complete and sign a Consent Form to permit the required vetting to be completed, in respect of candidates to whom the position will be offered, prior to taking up duty.

If this post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council. Accordingly, candidates may be required to complete and sign a Consent Form to permit the required vetting to be completed prior to taking up duty.

A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence

for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Cork City Council are committed to providing a diverse and inclusive place of work and has a robust strategy to enable this. We are an equal opportunity employer, and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

Please download a copy of this document for your own records and read in conjunction with the Job Specification for the post