Information Booklet

Civilian Archivist in the Military Archives, Department of Defence

Title of Position: Civilian Archivist (Fixed Term – 3 year contract)

Employing Authority: Department of Defence

Location: Military Archives, Cathal Brugha Barracks, Rathmines, Dublin 6.

About the Office:

The Department of Defence are currently recruiting a number of Civilian Archivists to work either as part of the MSPC project or in the general Military Archive area.

The Military Archives is the place of deposit for the records of the Department of Defence, the Defence Forces and the Army Pensions Board under the National Archives Act, 1986. The archive is also the custodian of the Bureau of Military History Collection (1913-1921), the Collins Papers, as well as more than 1,000 private collections. Material held by the archive dates from the formation of the Irish volunteers in November 1913 to the present day and includes the records of the Defence Forces’ overseas service since 1958. A large collection of maps, plans and drawings, photographs, film and computer-generated material is also stored in the archives. The Military Service (1916-1923) Pensions Collection Project forms part of the Military Archives.

About the Project:

The Military Service (1916-1923) Pensions Collection (MSPC) Project was established in 2008. The Collection (MSPC) contains approximately 270,000 files relating to the period from Easter Week, 1916 through the War of Independence and to the end of the Civil War in 1923. The mission of the MSPC Project is to preserve the material and make the records available to the general public and it is the Department of Defence’s contribution to the Decade of Centenaries.

Access to the material of the Military Service Pensions Collection is afforded online and the Project adds catalogued material incrementally through regular releases. As of October 2019, 8 releases have been completed, representing unprecedented access to the description of over 97,000 files and 2 million individually scanned pages. The Project is overseen by a Steering Committee comprising of representatives of the Departments of An Taoiseach, Culture Heritage and the Gaeltacht and Defence, the Defence Forces and the National Archives. The Project reports to Executive Branch, Department of Defence.
About the Job:

The successful archivist assigned to the **MSPC project** will assist the Senior Civilian Archivist/Project Manager in a wide variety of tasks including (but not limited to):

- Selecting, sourcing and preparing files for release.
- Cataloguing pension applications lodged under Army Pensions Acts (from 1923) and Military Service Pensions Acts (1924, 1934 and 1949).
- Recording relevant details in the database at individual file level, producing quality file descriptions according to the best descriptive standards and following in-house style.
- Using up-to-date knowledge of relevant legislation: Data Protection and National Archives Act, 1986.
- Taking part in all outreach activities: research, compilation of reports, preparations for and delivery of public lectures and presentations, writing articles for publishing, and writing blog posts as directed. Assisting in the procurement of contracts for services and supplies and monitoring the performance and outcome of contracts.
- Researching for the compilation of listings, reports and, occasionally, web content pieces.
- Answering correspondence, attending meetings as required, etc. concerning matters referred to above and assisting in the preparation of any necessary reports.

About the Job:

The successful Archivist assigned to the **General Military Archives** will be responsible to the Officer-in-Charge of the Military Archives for providing all of the functions expected of an archivist in a professional public archives service, and in keeping with the statutory obligations on the Military Archives as a ‘place of deposit’ under the National Archives of Ireland Act 1986. Responsibilities will include but not be limited to:

- Perform the duties of Duty Archivist, assisted by the Duty Stores-person. They will run the front desk of the Reading Room, facilitate public research appointments and answer phone, postal and email correspondence from the public.
- Catalogue Defence and privately deposited records with a view to their preservation and availability for public inspection, in accordance with ISAD-G standards and following in-house style.
- Taking part in all outreach activities: research, reader-services, compilation of reports, preparations for and delivery of public lectures and presentations, writing articles and blog posts for publishing as directed.
- Researching for the compilation of archives publications, reports and web content pieces.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.
Entry Requirements

Essential Qualifications and Requirements

- A primary degree in a relevant discipline
- A post-graduate qualification in Archival Studies from an accredited course by the Archives and Records Association
- Proven experience in standard computer software applications and information retrieval systems

Essential Skills/ Attributes

- Understanding of Data Protection legislation (GDPR) and National Archives Act, 1986.
- Self- motivated with an ability to discern future research demands/trends, identifying and recommending projects accordingly
- Ability to work under pressure and to deadlines
- Ability to operate independently and as part of a team
- Good organisational ability and communication skills
- Ability to work independently and as part of a team, within a programme of work
- Good inter-personal skills
- Commitment to high-quality service
- Good knowledge of 20th century Irish history.

Desirable

- Good knowledge of Irish Military History
- Experience with Adlib software
- Experience in website design and management
- Experience in digital records management

Eligibility to compete and certain restrictions on eligibility

Declaration:
Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment

Health & Character:
Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must be of good character. Candidates selected by the interview panel must
successfully complete the Garda vetting process and medical clearance process prior to being selected for employment. The post will also require special security clearance.

**Data Protection Acts 1988, 2003 & 2018:**
When your application is received, the Department of Defence creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Should you be successful and where the services of a third party are used in processing your application, it may be required to provide them with information (i.e. Payroll Shared Service Centre), however all necessary precautions will be taken to ensure the security of your data. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988/2003 & 2018.

**Selection Criteria:**
Selection for appointment will be by means of a competitive interview conducted by a board established by the Department of Defence. The Department may, having examined the applications of all candidates, decide that a limited number of candidates will be invited to attend for interview. The criteria for selecting candidates to be called for interview will be the requirements of the position as set out in this document. In the event that a short-listing process occurs, applicants will be short-listed for interview on the basis of the information supplied in their CVs demonstrating that they fulfil the eligibility criteria and possess the essential requirements and relevant qualifications as set out in this document. Failure to include information regarding these requirements may result in applicants not being called forward to the next stage of the selection process.

The Department does not commit itself to making any appointments. Candidates invited for interview must be prepared to make themselves available at their own expense.

**Canvassing will disqualify.**

**How to Apply:** Apply with CV to defenceforces@welfare.ie

**Closing date:** 5pm Friday 17th January 2020
## Principal Terms and Conditions of Employment

### Archivist

| **Tenure** | The appointment is full time, fixed term (3 years) and pensionable. Candidates selected by the interview panel must successfully complete the Garda vetting process prior to being selected for employment. A Probationary period of 12 months will apply. |
| **Remuneration** | The following salary scale will apply for any appointee covered by the Public Service Pensions (Single Scheme & Other Provisions) Act 2012

**PPC**  
€31,529, €33,971, €34,581, €37,630, €40,688, €43,747, €46,808, €48,695, €50,580, €52,475, €54,360, €56,250, €58,139, €60,024, €61,921 LSI I €64,022 LSI II €66,119  

The rate of pay offered will be the 1st point of the above scale.  
Class A rate of PRSI will apply to any person appointed under this competition.  
The rate of remuneration may be adjusted from time to time in line with Government policy.  
**Note:** Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant. |
| **Working Week** | At present a five-day week (Monday to Friday) applies with a minimum weekly attendance of 39 hours (net). |
| **Annual Leave** | The annual allocation applicable to a full-time position is 25 days (inclusive of Good Friday) and exclusive of public holidays. |
| **Superannuation** | The superannuation arrangements for new entrants will be in line with the provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012. The minimum age at which a pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age.  
For employees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004, the retirement age is 65 but you have the option to remain in employment until age 70. Please note that the abatement provisions of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply to appointees who are in receipt of public service pensions. |

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment.