

Tailte Éireann
Candidate Information Booklet

**Archivist Grade III X 3
(Full-Time, Permanent)**

A panel may be formed to fill future temporary or permanent
Archivist Grade III vacancies.

Reference Number: Ext 2024-12

Closing Date: 7th January 2025

General Queries: Resourcing@Tailte.ie

Tailte Éireann is an equal opportunities employer.

Tailte Éireann (TÉ) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. Our aim is to attract the best people who have the experience, knowledge, skills, abilities and competencies to support TÉ's mission. TÉ supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts.

Our Mandate and Strategic Context


TÉ was established by legislation to provide property registration, valuation and surveying services for the State.

As the principal source of property information and geospatial data, TÉ leads the development and provision of streamlined, enhanced, land, property and geospatial services to Government, public and private sector stakeholders, and the public. We are focused on strategic planning, evidence-based decision-making, and innovative service delivery.

Amidst a rapidly evolving digital landscape, TÉ is mindful of Government’s priorities as set out in the Programme for Government. It is especially aware of the Civil Service Renewal 2030 Strategy and the Connecting Government 2030 strategy.

These strategies emphasise data-driven decision-making, innovative solutions, an agile workforce, user-centric digital services, effective data management, integrated public service infrastructure, continual innovation, digital skills development, and strong leadership.

These initiatives collectively reflect TÉ’s commitment to leveraging digital technology and innovation for improved public service delivery.

<p>Our Mission To provide trusted land registration, valuation and surveying services that benefit Irish society and the economy.</p> <p>Our Vision To be the authoritative provider of world class digital-first land and property services.</p>	<p>Our Drivers</p> 
<p>The Values that guide us</p> <p>Integrity We work to uphold public trust in the integrity and security of our data and in the quality of the services we provide.</p> <p>Professionalism We deliver excellent customer service by developing the skills and knowledge of our people.</p> <p>Innovation We create a culture of innovation and change. Our decisions are evidence-based, driven by data and we put the customers we serve at the centre of what we do.</p> <p>Respect We treat people with dignity and value them for their individuality. We embrace equality, diversity and inclusiveness.</p> <p>Accountability We are accountable for the decisions we make and the actions we take.</p> <p>Transparency We are open and honest with our stakeholders. We demonstrate impartiality at all levels to ensure fair and equitable decision-making.</p>	<p>Our Strategic Goals</p> <div data-bbox="909 1299 1133 1433"> <p>Integration Bring our people and processes together to deliver integrated services that maximise our potential value.</p> </div> <div data-bbox="1149 1299 1404 1433"> <p>Data-Driven Digital Services Ensure we use our data to develop digital-first solutions. By extracting value from our data, we contribute to evidence-based policy development.</p> </div> <div data-bbox="909 1456 1133 1590"> <p>Optimising Land, Property and Geospatial Services Leverage the benefits of the merger to unlock the full potential of our land, property and geospatial information.</p> </div> <div data-bbox="1149 1456 1404 1590"> <p>Investing in our People Embrace new ways of working and develop our people and culture for the benefit of our stakeholders.</p> </div>

The Role

Title of Post:	Archivist Grade III
Pay Scale:	Engineer Grade III (Equivalent)
Location:	Phoenix Park, Dublin
Reporting To:	Senior Archives Officer (Surveying)

The Archivist Grade III will undertake a variety of professional responsibilities focused on the preservation and accessibility of archives within T  . This role will be executed under the supervision of the Senior Archives Manager and in collaboration with the established team of Senior Archive Officers and Records Managers.

The primary focus of this position is to assist in a significant cataloguing initiative related to surveying archives. As the role develops, responsibilities will expand to encompass all facets of archive services provided by T  . This position is designed to support the existing professional team, ensuring that archival materials are preserved effectively and made accessible to stakeholders as needed.

As the cataloguing project progresses, the duties associated with this role will evolve, allowing for broader engagement with various aspects of archival management within T  .

Role Responsibilities

The role of Archivist Grade III includes, but is not limited to, the following duties:

- Arranging, listing, packing, and re-housing of records and archives;
- Creating a range of archival finding aids in accordance with accepted national and international standards, National Archives guidelines, and procedures and in-house T   requirements;
- Appraising records with a view to making recommendations concerning preservation or disposal;
- Assisting in work relating to the preservation of archives, such as developing policies and training of staff;
- Assisting in work related to the storage of records and archives, including managing the storage, movement, retrieval and location of archives held by T  ;
- Occasionally working off-site, including surveying and cataloguing of records;
- Assisting in the development and operation of education and outreach programmes, including digitisation projects;
- Assisting in the invigilation and operation of a public Reading Room and answering enquiries from the public in person, by telephone, and through correspondence;
- Assisting in work relating to the copying and reproduction of archives and records held by T  , including providing certified copy and certified search services to the public;
- Attending meetings, writing reports concerning functions and activities, and assisting in the preparation of policies, business plans, business cases and requests for tenders, etc.;
- Working independently or as part of a team, successfully managing a range of work activities simultaneously, and working to deadlines;

Note: This job description is subject to re-definition as part of ongoing reforms within the Public Service and change management initiatives within T  .

Person Specification

The candidate appointed as an Archivist Grade III in T   will be an individual of the utmost integrity and ethical values, demonstrating personal drive, commitment and energy. They will foster a culture of ethical behaviour and personal responsibility throughout their areas of responsibility.

Essential Criteria

On the closing date of Tuesday, 7th January 2025 **at 5pm** candidates must satisfy all the following requirements:

- A primary degree in any discipline;

and

- A qualification of at least QQI level 8 on the National Framework of Qualifications in archival studies/records management from a course accredited by the Archives and Records Association (UK & Ireland) or an equivalent professional body in jurisdictions outside Ireland or the UK;

and

- Proven expertise in best practices and standards related to records and archives management;
- In-depth understanding of current information governance compliance requirements and relevant legislation, including the National Archives Acts of 1986 and 2018, data protection laws (GDPR), Freedom of Information (FOI), copyright regulations, etc;
- Strong IT skills, particularly in using Excel spreadsheets and archival or records management software and systems;
- Ability to work independently as well as collaboratively within a team, depending on project needs;
- Capacity to perform effectively under pressure while meeting deadlines;
- Exceptional organisational abilities with a demonstrable history of meticulous and accurate work;
- High level of motivation with a commitment to delivering high-quality output and service.

The candidates must clearly demonstrate in their application that they possess, at a high level, the key competencies devised for posts at this level under the following headings:

- 1) Leadership Potential;
- 2) Analysis and Decision Making;
- 3) Delivery of Results;
- 4) Interpersonal and Communications Skills;
- 5) Specialist Knowledge, Expertise and Self Development;
- 6) Drive and Commitment to Public Sector Values.

See Appendix A for further details.

Desirable Criteria

- Experience, either pre or post professional qualification, in cataloguing archives;
- Personal membership of a relevant professional body in archives or records management;
- Knowledge or experience with one or more of the following: mapping records, legal records, or property records;
- Experience of at least one of the following: delivery of outreach activities, delivery of reading room services, or digitisation of archives;
- Demonstrable evidence of continued professional development.

Eligibility to Compete and Certain Restrictions on Eligibility

Citizenship Requirements

Eligible candidates must 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 has a stamp 4 permission¹ or a Stamp 5 permission.

To qualify candidates must be eligible by the date of any job offer.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 01 June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 01 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009–2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

¹ Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

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.

Employer of Choice

As an **Employer of Choice** the Civil Service has many flexible and family friendly policies, e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis), etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

Principal Conditions of Service (Please also refer to the Important Additional Information Document provided)

General

The appointment is on a probationary basis to a fixed term full-time temporary post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Salary

The PPC (Personal Pension Contribution) salary for this position with effect from 1st October 2024 is as follows:

€38,083, €40,580, €41,248, €44,580 €47,924, €51,275, €54,739, €56,925, €59,123, €61,338, €63,541, €65,750, €67,959, €70,160, €72,381, €74,834(LSI1), €77,284(LSI2)

Personal Pension Contribution (PPC)

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution. Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy. Payment will be made weekly/fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and Probation

The appointment is to a fixed term position on a probationary contract in the Civil Service. The probationary contract will be for a period of one year from the date specified on the contract. During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

- (i) Have performed in a satisfactory manner;
- (ii) Have been satisfactory in general conduct;
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A (2) Civil Service Regulation Acts 1956–2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by HR, and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy their former grade in their former Department.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation and
- Any other statutory provision providing that probation shall -
 - (i) stand suspended during an employee's absence from work, and
 - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

Unfair Dismissals Acts 1977-2015

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

The Organisation of Working Time Act

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this employment.

Headquarters

Headquarters will be such as may be designated from time to time by the CEO. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week or 35 hours net per week. No additional payment will be made for extra attendance (over and above 41 hours and 15 minutes gross or 35 hours net per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

TÉ offers flexible working, with a commitment to work-life balance and a family-friendly workplace.

Annual Leave

The annual leave allowance for this position is 25 days rising to 29 days after 5 years' service and 30 days after 10 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five-day week and is exclusive of the usual public holidays.

How to Apply

Candidates **must** submit, on or before 5pm on the **7th January 2025**:

- A cover letter / personal statement (no more than 2 pages) clearly outlining why you wish to be considered for the post and where you believe your skills, knowledge, experience and values meet the requirements of the position **and**
- A comprehensive CV (no more than 3 pages); **and**
- A completed Key Achievements form (see Appendix B); **and**
- Proof of eligibility to be provided with application as set out below:

Citizenship Requirements (Proof of Eligibility)

Eligible candidates must be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; **or**
- A citizen of the United Kingdom (UK); **or**
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- A non-EEA citizen who has a stamp 4² or a Stamp 5 visa.

Completed applications should be emailed to Resourcing@Tailte.ie with the job title and reference number in the subject line of the email.

Competition Process

If the numbers applying are such that it would not be practical to interview all applicants, it may be decided to shortlist only those assessed as most suitable for the role based on the application submitted. In this case the selection board(s) will examine and assess the applications against pre-determined criteria. The assessment process may include one or more of the following:

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive preliminary interview.
- A final competitive interview.

At interview you will be required to provide specific and detailed examples of where you have demonstrated the skills and competencies required for this role. These skills and competencies will be thoroughly and

² Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

systematically explored in order to determine suitability for the role. The interview board may ask you for additional examples.

Your application and performance at interview may also be considered in the context of assessing communication skills.

At all stages of the process, applicants will be notified of the outcome. Post interview feedback will be provided, on request, by member(s) of the Interview Selection Board.

General Information

This competition will be used to fill the posts of Archivist Grade III in T  . Please note:

- Assignments are competitive and merit-based;
- The successful candidates can and will be assigned work in accordance with business demands;
- If shortlisting is required candidates will be assessed based on the evidence they provide, demonstrating the competencies required for the role. It is critically important that you give, specific and accurate examples of how you gained the experience and demonstrated the skills and experience required.

This competition will be held under the T   Recruitment Licence and in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice – [CPSA - Code of Practice](#)

Conditions of Appointment

Appointment will be at the grade of Archivist Grade III and subject to the usual conditions governing such appointments. On appointment, officers serve the first 12 months in an unestablished capacity i.e. probationary period.

Panel

A panel may be established from this competition and may be used to fill further positions as they arise. The panel will expire 12 months from the date of the first appointment under this competition unless permanently exhausted.

It should be noted that the filling of vacancies in T   is determined by the organisational requirements at the time a post is being filled and therefore, there is no guarantee that this panel will be fully utilised.

Appointments will be offered, in order of merit.

The decision to accept or decline an offer must be made within 10 working days.

Officers must take up duty immediately or within an acceptable timeframe.

Codes of Practice

This competition will be held in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice, *“Appointments to Positions in the Civil Service and Public Service.”* The Code reflects the following core principles:

- Probity;
- Appointments Made on Merit;
- An Appointments Process in Line with Best Practice;
- A Fair Appointments Process Applied with Consistency;
- Appointments Made in an Open, Accountable and Transparent Manner;
- Appointment made promoting equality, diversity, and inclusion.

Candidates should familiarise themselves with the contents of the Code of Practice including the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting www.cpsa.ie

Complaints and Requests for Review

Complaints and requests for review will be considered in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints or requests for review should be emailed to hr-enquiries@tailte.ie, with the job title and reference number in the subject line of the email

Expenses

TÉ will not be responsible for any expenses incurred as a result of applying, attending and/or being successful at this competition.

Data Protection

Information submitted as part of this competition is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. All personal information and views submitted by you in competing in this competition will be held and used solely for the purposes of this competition. You can find further information here:

[Data Sharing - Tailte Éireann](#)

Appendix A – Key Competency Framework – Equivalent Level Competencies

Leadership Potential	Is flexible and willing to adapt, positively contributing to the implementation of change
	Contributes to the development of policies in own area and the broader Department/ Organisation
	Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
	Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
	Formulates a perspective on issues considered important and actively contributes across a range of settings
Analysis & Decision Making	Is skilled policy analysis and development, challenging the established wisdom and adopting an open-minded approach
	Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
	Uses numerical data skilfully to understand and evaluate business issues
	Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
	Sees the logical implications of taking a particular position on an issue
	Is resourceful and creative, generating original approaches when solving problems and making decisions
Delivery of Results	Assumes personal responsibility for and delivers on agreed objectives/ goals
	Manages and progresses multiple projects and work activities successfully
	Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
	Maintains a strong focus on meeting the needs of customers at all times
	Ensures all outputs are delivered to a high standard and in an efficient manner
	Use resources effectively, at all times challenging processes to improve efficiencies
Interpersonal & Communication Skills	Communicates in a fluent, logical, clear and convincing manner verbally and in writing
	Is able to listen effectively and develop a two-way dialogue quickly
	Maintains a strong focus on meeting the needs of internal and external customers
	Effectively influences others to take action
	Works to establish mutual understanding to allow for collaborative working
	Works effectively

Specialist Knowledge, Expertise and Self Development	Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation.
	Develops the expertise necessary to carry out the role to a high standard and shares this with others
	Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service
	Consistently reviews own performance and sets self-challenging goals and targets
	Has significant expertise in his/her field that is recognised and utilised by colleagues
Drive & Commitment to Public Service Values	Consistently strives to perform at a high level
	Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
	Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
	Is personally trustworthy and can be relied upon
	Places the citizen at the heart of all process and systems
	Upholds the highest standards of honesty, ethics and integrity

Appendix B – Key Achievements Form

Key Achievements

Name: _____ Title of Post: _____

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly (*max 300 words for each*) highlight specific achievements, contributions, or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the challenges of this role.

Leadership Potential
Analysis & Decision Making
Delivery of Results
Interpersonal & Communication Skills

Specialist Knowledge, Expertise and Self Development
Drive & Commitment to Public Service Values