



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **Documentation Officer Cavan County Museum**

**Closing Time and Date:  
5.00 pm Friday 28<sup>th</sup> June, 2024**

Cavan County Council is committed to a policy of equal opportunity.

## **THE COMPETITION:**

The purpose of this recruitment campaign is to form a panel for Cavan County Council from which full-time, permanent and fixed-term contract posts may be filled at Documentation Officer Grade.

## **QUALIFICATIONS FOR THE POST:**

### **Character:**

Each candidate must be of good character. Employment of the successful candidate shall be subject to satisfactory references.

### **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

### **Education, training, experience, etc**

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

- a primary degree in the following subjects: Archaeology, History, Heritage or related discipline
- relevant experience of documenting, researching and caring for museum collections
- strong and demonstratable local and historical knowledge to assist with documenting and researching our collections
- at least 1 years' experience working with a collections management system
- knowledge of museum practice and of the Irish museum sector, specifically the Museum Standards Programme of Ireland
- excellent written, verbal, communication and organisational skills
- ability to work as part of a team
- ability to set priorities, take initiative, and work independently, as appropriate
- good IT skills and commitment to utilising new technologies in the workplace
- hold a full current driving licence (Category B or equivalent in the EU Model Driving Licence) and have access to their own transport

**DETAILS AND PARTICULARS:****The Position**

The Documentation Officer will implement collections management policy for Cavan County Museum. They will coordinate access to the collections and maintenance of collection facilities. They will work closely with other staff members and will play a key role in relation to collection care, documentation, recording, maintenance, security, access, display, interpretation and storage. They will work with the team on achieving and maintaining the relevant standards in the Museum Standards Programme of Ireland. They will assist with the day-to-day delivery of the Museum service and all operational needs.

**Duties & Responsibilities**

The principal duties and responsibilities will be to perform such duties appropriate to the grade of Documentation Officer that may be assigned:

- Prepare a Care of Collections strategy for the museum collection in consultation with other members of the museum team and in accordance with the Heritage Council's Museum Standards Programme for Ireland (MSPI)
- Documenting the collection including entry records, accession registers and secure copies, exit records, de-accessioning policy, documentation backlog etc.
- Manage and update as appropriate the Collections Policy Development Plan for the museum
- Manage all aspects of loan agreements and records
- Prepare condition reports for objects with relevant members of the museum team/conservators and develop handling/storage guidelines
- Monitor movement of objects at all stages and be responsible for keeping the inventory database/accession register up-to-date and accurate.
- Manage all documentation as it relates to insurance of objects and exhibitions
- Work with relevant team members on facilities reports
- Respond to information inquiries as well as requests from researchers, community heritage groups, institutions, and the public.
- Work as a team member on overall museum development and specifically on exhibition design and planning
- Connect communities and members of the public with the collection by hosting research and cultural heritage visits, coordinating and assisting with tour planning and assisting with special events.

- Assist with heritage and community engagement efforts, which may occur offsite and during non-regular work hours.
- Travel may be required acting as object courier.
- Supervise other collection staff, volunteers, interns, and visitors as required.
- Performs other collections-related activities as assigned.
- Any other duties deemed appropriate to the grade of Documentation Officer

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 above, and 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.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

Candidates will be expected to be flexible in terms of working hours as the duties can involve working outside of normal office hours.

### **Probation**

The successful candidate shall be required to be on probation for a initial period, as determined by the Council. This period may be extended at the discretion of the Council.

### **Salary**

Remuneration will be at the Assistant Staff Officer of the national wage scales. The present minimum scale is €33,760 increasing to €52,773 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

### **Garda Vetting/Child Protection**

Successful candidates will be subject to the Garda Vetting Procedures.

### **Annual Leave**

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

**Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week. The Council reserves the right to alter the hours of work from time to time.

**Pension:**

The Local Government Superannuation Scheme applies.

**Acceptance of Offer of Employment**

Cavan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

**COMMUNICATIONS:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

**Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Friday 28<sup>th</sup> June, 2024**.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.

- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

### **Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

### **Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

### **Competency Framework & Requirements:**

A Requirement and Competency Framework has been developed for the position of Documentation Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings.

<b>Requirements:</b>	
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Relevant experience of documenting, researching and caring for museum collections</li> <li>• At least 1 years' experience working with a collections management system</li> <li>• Knowledge of museum practice and of the Irish museum sector, specifically the Museum Standards Programme of Ireland</li> <li>• Understanding of the role of a Documentation Officer.</li> <li>• Strong and demonstratable local and historical knowledge to assist with documenting and researching our collections</li> <li>• Relevant administrative experience.</li> <li>• Experience of working as part of a team.</li> <li>• Experience of preparing reports and correspondence.</li> <li>• Knowledge and experience of operating ICT systems</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structure and functions of local government.</li> </ul>
<b>Competencies:</b>	
	<p>The ideal candidate will demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• Understand and implement change and demonstrate flexibility and openness to change.</li> <li>• Develop and maintain positive, productive and beneficial working relationships.</li> </ul>
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Plan work and allocation of staff and other resources effectively.</li> <li>• Implement high quality service and customer care standards.</li> </ul>
<b>Performance Management &amp; Team Works</b>	<ul style="list-style-type: none"> <li>• Supervise the team or work area to achieve corporate objectives.</li> <li>• Work as part of a team to ensure delivery of plans and schedules.</li> <li>• Have a strong team ethic of co-operation and mutual support.</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Have effective written and verbal skills.</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Take initiative and be proactive when he or she sees the opportunity to make a contribution.</li> <li>• Manage time and workload effectively.</li> <li>• Maintain a positive and constructive and enthusiastic attitude to their role.</li> </ul>

### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

- Information provided by a candidate in their application form will be used for the purpose of the Documentation Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application 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.

**Note - Canvassing:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**

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.