

**Cavan County Council**  
Comhairle Contae an Chabháin

**Candidate Information Booklet**

**Museum Curator – Grade VI**

**Closing Time and Date: 5pm Friday 31<sup>st</sup> January 2025**

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

**QUALIFICATIONS FOR THE POST:****Character:**

Each candidate must be of good character.

**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.

**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 – and:

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four if Irish is included) from the approved list of subjects in the Department of

Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, and

(b) have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics), or

(ii) have obtained a comparable standard in an equivalent examination, or

(iii) hold a third level qualification of at least degree standard, and

(iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

#### **Desirable Criteria:**

- A primary Degree in the following subjects: Archaeology, History, Heritage or related discipline and/or a qualification in Museum Studies or Library Sciences.
- A knowledge of languages and linguistic ability.
- At least two years of relevant experience of documenting, researching and caring for museum collections.
- Knowledge of museum practice and of the Irish museum sector.

#### **The Position**

The Museum Curator will oversee the management and development of the Museum along with the care of Museum collections, and acquisitions of new items and collections. They will also be responsible for the promotion of the Museum and Cavan's material heritage generally, liaison with researchers, and development of cultural tourism aspects of the Museum.

#### **Duties and Responsibilities:**

The Museum Curator will report directly to the County Librarian and Head of the Council's Cultural team or other designated person as directed by the Chief Executive. This team consists of staff from Libraries, Arts, and other Cultural services.

**Management and development of the Public Museum**

- The Museum Curator is responsible for the management, supervision, staff development, and support of frontline staff, based in the Museum.
- The Museum Curator is responsible for the Museum Budget, as adopted by the County Council, and for the careful management of the financial and other resources of the Museum.
- The Museum Curator is responsible for the upkeep of the Museum building and for health and safety matters as they pertain to the Museum.
- The Museum Curator is responsible for liaising with relevant County Council committees in respect of the operation and future development of the Museum.
- To ensure that department operations are in compliance with all Council policies, practices and standards and is compliant with the principals of good governance, legislative requirements and Department of Housing, Planning, and Local Government circulars and guidance.
- To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- To carry out any other duties that may be assigned from time to time.
- To deputise for staff at a more senior level when required.
- The Curator shall attend as directed at meetings of the County Council and at other committees, sub committees. Companies and/or local groups.

**Care of the Museum collections**

- The Museum Curator is responsible for the management of the collections held in the Museum and in the off-site Museum store.
- The Museum Curator is responsible for collection management including overall supervision of descriptive listing and cataloguing, and the acquisition of new collections and three-dimensional Museum items.
- The Museum Curator is responsible for the display of objects in a way that makes them accessible and engaging to the general public.
- The Museum Curator is responsible for negotiating loan items and external loans and the accompanying funding.

**Promotion and Visitor development**

- The Museum Curator is responsible for the effective promotion of the value of the Museum and its collections, and the marketing of exhibitions, programmes and aspects of the services provided by the Museum.
- The Museum Curator is responsible for the development of the Museum as an important visitor attraction for the County.
- The Museum Curator is responsible for the upkeep and content of the Museum web presence.
- The Museum Curator is responsible for liaising with researchers, voluntary groups, the community and industry (including schools, local history and other community groups), as well as grant agencies to secure sponsorship for events, publications and development projects.
- The Museum Curator is responsible for networking with other Museum and heritage professionals and outside agencies.

**Probation**

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

**Salary:**

Remuneration will be at the Museum Curator (Grade VI) of the national wage scales. The present minimum scale is €55,641 increasing to €67,977 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:**

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.

**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 general hours of work will relate directly to the opening hours of Cavan County Museum. As a member of the museum staff, the appointee will be expected to attend early and/or remain on later than normal as circumstances demand. All museum staff will be required to work Saturdays on a rotational basis to be worked out cooperatively.

**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 31<sup>st</sup> January 2025
- 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 Museum Curator. 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>• Knowledge and understanding of the structure and functions of the County Museum.</li> <li>• Understanding of the role of a Museum Curator.</li> <li>• Relevant administrative experience at a sufficiently high level.</li> <li>• Experience of managing and supervising staff, including managing performance.</li> <li>• Experience of compiling, preparing and presenting reports, presentations, correspondence etc..</li> <li>• Effective financial and resource management skills.</li> <li>• Knowledge and experience of operating ICT systems.</li> </ul>



Competencies:	
<p><b>Problem Solving and Decision Making</b></p>	<ul style="list-style-type: none"> <li>• Makes timely and reasoned decisions or recommendations, within their area of operation, in a consistent, fair and transparent manner.</li> <li>• Shows good judgement and balance in making decisions or recommendations.</li> <li>• Considers the implications for those affected by a decision.</li> <li>• Encourages team members to come up with potential solutions to operational problems.</li> <li>• Considers the requirement for inter and cross organisational decision making and actions.</li> </ul>
<p><b>Customer Focus</b></p>	<ul style="list-style-type: none"> <li>• Take pride in the quality of service delivered and seeks to improve it.</li> <li>• Relate well to others and maintains positive working relationships.</li> <li>• Represent the organisation positively and professionally when dealing with members of the public and other stakeholders.</li> </ul>
<p><b>Delivering Quality Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Organises the delivery of services to meet or exceed the required standard by collaborating with, instructing and motivating employees and by managing resources effectively.</li> <li>• Develops and implements measure to achieve compliance with performance standards or benchmarks.</li> <li>• Critically evaluates outcomes and processes used to achieve them.</li> <li>• Identifies and implements improvements in core work processes and outcomes.</li> <li>• Delivers services, projects and tasks on time, within budget and achieving expected performance standards.</li> </ul>

<p><b>Managing Performance</b></p>	<ul style="list-style-type: none"> <li>• Encourages team members to learn and strive to continually improve their work performance through reflecting, analysing and acting on workplace experiences.</li> <li>• Delegates tasks and responsibilities to the appropriate levels and provides information, support and encouragement to enable work to be completed successfully and autonomously.</li> <li>• Accepts accountability for responsibilities that have been delegated.</li> <li>• Manages under performance or inappropriate behaviour effectively, openly and directly.</li> </ul>
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## 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 Museum Curator 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.