

# South Dublin County Council

(Comhairle Chontae Átha Cliath Theas)



## Archivist (Level 6)

### Temporary three-year Fixed Term Contract

With an exciting range of opportunities to make a real difference to your community and county, South Dublin County Council is a great place to work and, provides an attractive career and working environment. Working for South Dublin County Council will give you the opportunity to gain experience at the heart of local government and to develop your career in a diverse work environment. We recognise the value of our employees, can offer a diverse range of job and career options, can provide plenty of scope for career progression and can provide structured training and personal development. We also offer flexible working arrangements including blended working arrangements, a positive work environment, training and development opportunities, a defined career path and the opportunity to make a difference.

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#### **The role**

South Dublin County Council provides a broad range of services to a population of 280,000 people on a daily basis. Under the direction and supervision of the appropriate line manager, the position involves the provision of such executive services as may be required by the Council in the exercise and performance of any of its powers, functions and duties.

The post is wholetime, temporary and pensionable. The contract is for a fixed term of three years.

A panel will be formed to fill temporary positions.

Persons employed will be required to work in any location within the South Dublin administrative area.

#### **Salary**

€57,322- €68,689 - €60,356 - €63,491 - €65,363 - €67,690 (1<sup>st</sup> LS1) - €70,030(2<sup>nd</sup> LSI).

## **Hours of Work**

The successful candidates' normal hours of work will be 35 hours per week.

The Council reserves the right to alter your hours of work from time to time.

## **Annual Leave**

Annual leave entitlement for this position is 30 days.

Only applications received electronically through the Council's e-Recruitment system will be accepted and must be received no later than **midnight on Thursday, 4<sup>th</sup> September 2025**

## **Qualifications**

### **Character**

Candidates will be of good character.

### **Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Essential Education, training, experience**

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

1. hold a recognised qualification in Archival Studies,
2. have relevant satisfactory experience in archival work

### **Desirable Education, training, experience**

1. Demonstrate knowledge of the legal and regulatory frameworks governing archives.
2. Ability to provide high-quality customer service, with a solid understanding of South Dublin County Council's Customer Service Plan and Citizens Charter.
3. Excellent interpersonal and communication skills, essential for building strong working relationships both within the team and with external stakeholders.

4. Experience working collaboratively with other Council departments and external agencies, ensuring joined-up service delivery and effective partnerships.
5. In-depth knowledge of the role of the Archivist, including its responsibilities and potential for future development within the evolving public service landscape.
6. Adaptable and responsive to the changing operational environment in South Dublin County Council, with a focus on continuous service improvement.
7. Good administrative experience at a high level, demonstrating organisational, planning, and decision-making capabilities.
8. Solid understanding of the structure and functioning of public service organisations in Ireland, especially within a local authority context.
9. Strong grasp of the role digital technologies play in the development and delivery of modern local authority services.
10. Proficient in preparing, managing, and overseeing budgets, with an understanding of financial accountability and resource planning.
11. Knowledge of Health and Safety legislation and regulations, and a clear understanding of their application in the workplace.
12. Awareness of the managerial responsibilities in workplace safety management, ensuring compliance and promoting a culture of safety.
13. Self-motivated with the ability to work independently and use initiative, while also contributing effectively to a wider team environment.

#### **Key competencies / skills**

- Management and Change
- Delivering results
- Personal effectiveness
- Performance Through People

- Local government knowledge and understanding

Candidates are requested to give an example of a situation which highlights the behaviour, skills and attitude that underpin effective performance in these areas and which demonstrates their suitability to meet the challenges of this role. Candidates should ensure the example used clearly demonstrates their ability in this area and that the scale and scope of the example given is appropriate to the post and level of the post.

## **Duties**

The duties include, but are not limited to the following:

1. The Archivist will focus on three primary areas:

- a. **Development and Implementation of a County Archives Plan:**

This plan should be informed by extensive public and stakeholder consultation, emphasising information gathering, awareness-raising, and best practices for identifying, protecting, and ensuring access to archives.

- b. **Establishing and Implementing County Council Archive Responsibilities:**

This includes preparing a work plan to support the implementation of the County Archives Plan.

- c. **Reporting**

The archivist will provide an annual report on work to the Heritage Council and the Director of Services within SDCC.

2. **County Archives Development Plan**

Prepare, manage, and implement a County Archives Development Plan that includes:

- i. An audit of current local authority archival material.
- ii. Identification of other relevant collections.
- iii. Assessment of existing archival service provision.

3. **Collaboration and Partnership Building**

Work with relevant Council departments and advisory teams to develop and deliver the

archives service.

Be an active member of the Council's Heritage Team working to enhance the management, conservation, and promotion of built, natural, and cultural heritage and integration of heritage functions across the County

Establish and maintain partnerships and professional networks.

#### **4. Standards and Compliance**

Ensure that archive services adhere to professional standards for curation, security, and data protection.

Develop and maintain relevant policies and documentation to meet these standards.

#### **5. Metrics and Legal Compliance**

Maintain accurate service metrics and ensure compliance with all relevant legal requirements.

Provide service analysis and compile reports as required.

#### **6. Reporting and Stakeholder Engagement**

Submit quarterly reports to SDCC and the Heritage Council.

Produce an annual report (for publication).

Liaise regularly with foundational stakeholders to ensure alignment and progress.

#### **7. Advisory Role**

Provide expert advice to the Council on archives-related matters, including the Authority's legal obligations concerning archives.

#### **8. Project Funding**

Apply for and deliver projects funded by the Heritage Council and other available sources.

## **9. Performance and Service Management**

Manage performance and service delivery to meet established targets, plans, and policies.

## **10. Heritage Forum Participation**

Actively participate as a member of the County Heritage Forum.

## **11. Frontline Archive Services**

Oversee the day-to-day operations of public-facing archive services (once operational), including:

- i. Professional archivist duties such as surveying, processing, and listing official and private collections.
- ii. Premises maintenance and storage environment management.
- iii. Disaster preparedness planning for all stakeholders.
- iv. Coordination of collection transfers with colleagues.

## **12. Conservation and Digitisation**

Assess and select archives for priority conservation and digitisation.

## **13. Community Engagement and Promotion**

Plan, organise, and participate in programmes, exhibitions, events, and activities.

Promote public engagement with archival holdings, local history, and heritage.

Coordinate with communities to curate events as part of the annual National Heritage Week.

## **14. Other Duties**

Undertake additional duties of a similar nature and responsibility as required or assigned.

Holders of the post may be assigned to work in all appropriate areas in the course of their employment.

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