



Cavan County Council Comhairle Contae an Chabháin

Candidate Information Booklet

Archivist

**Closing Time and Date:
5.00 pm Friday 31st October, 2025**

Cavan County Council

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building; roads, transport and safety, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

Competition

The purpose of this recruitment campaign is to form a panel for Cavan County Council from which fixed-term contract posts may be filled at Archivist.

The Position

The Archivist appointed to Cavan County Council will be responsible for the proper management, custody, care and conservation of local records and local archives for the county and will put in place structures which will deliver the proper management of Cavan County Council's archives as per the Local Government Acts of 1994, 2001 and 2011.

The Archivist will oversee the drafting of and implementation of a five-year Archives Plan for the County Archive Service.

They will manage the extensive historical records for each Council Department and be responsible for the conservation of records and archives that are over 30 years old.

In addition, the successful candidate will actively promote best practice in terms of the storage of physical archives and by default, streamline storage requirements through a programme of digitisation as deemed appropriate.

- The Archivist will be required to guide Cavan County Council's Corporate Services Department to implement the National Retention Policy for Local Authority records and oversee the cataloguing, managing, storage, preservation and conservation of the archives of Cavan County Council.
- The Archivist will be a member of County Cavan's Heritage Forum and will work closely with the Heritage Team and Cavan Library Service Team in Cavan County Council. The Archives post will be located in the Heritage Team under the Planning Directorate: and will work in partnership with Cavan County Council's many departments. Due to the nature of the work, there will be close collaboration with the library service, and particularly with the [Local Studies](#) department.
- The Archivist will report directly to the County Librarian or any other senior officer as designated by the Chief Executive of Cavan County Council.

The successful candidate will be responsible for:

- making archives held at Cavan Archives available for inspection by the public as appropriate.
- the active promotion of Archives to the public through presentations, talks with historical societies, meeting potential donors, exhibitions and the use of social media channels.
- devising and managing an outreach education programme for County Council staff, and may develop initiatives to work with primary level, second level and third level students.

Qualification:**1. Character**

Each candidate shall be of good character.

2. Health

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

3. 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.

4. Education, Training, Experience, Etc:

Candidates shall, on the latest date for receipt of completed application forms:-

- (a) Hold a recognized qualification in Archival Studies
- (b) Have relevant satisfactory experience in archival work

Duties and Responsibilities:**Primary Responsibilities****1. County Archives Development Plan**

- Prepare, manage, and implement a County Archives Development Plan that includes:
 - An audit of current local authority archival material.
 - Identification of other relevant collections.
 - Assessment of existing archival service provision.

2. Collaboration and Partnership Building

- Work with relevant Local Authority departments and advisory teams to develop and deliver the archives service.
- Be an active member of the Local Authority Heritage Team working to enhance the management, conservation, and promotion of built, natural, and cultural heritage and integration of heritage functions across the City or County
- Establish and maintain partnerships and professional networks.

3. 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.

4. Metrics and Legal Compliance

- Maintain accurate service metrics and ensure compliance with all relevant legal requirements.
- Provide service analysis and compile reports as required.

5. Reporting and Stakeholder Engagement

- Submit quarterly reports to the Local Authority and the Heritage Council.
- Produce an annual report (for publication).
- Liaise regularly with foundational stakeholders to ensure alignment and progress.

6. Advisory Role

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

7. Project Funding

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

8. Performance and Service Management

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

9. Heritage Forum Participation

- Actively participate as a member of the County Heritage Forum.

10. Frontline Archive Services

- Oversee the day-to-day operations of public-facing archive services (once operational), including:
 - Professional archivist duties such as surveying, processing, and listing official and private collections.
 - Premises maintenance and storage environment management.
 - Disaster preparedness planning for all stakeholders.
 - Coordination of collection transfers with Local Authority colleagues.

11. Conservation and Digitisation

- Assess and select archives for priority conservation and digitisation.

12. 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.

13. Other Duties

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

Work Base:

Your work base will be in Library Headquarters, Cavan Town.

Cavan County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Salary

Remuneration will be at the Executive Librarian Scale of the national wage scales. The present minimum scale is €57,322 increasing to €70,030 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, involving regular evening and weekend attendance where necessary. 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.

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.

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

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 no later than **5pm on Friday 31st October, 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 by 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 Archivist. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

Requirements:	
Knowledge, Experience and Skills	• Demonstrate the knowledge and understanding of the structure and functions of Local Government & the County Council. • Demonstrate the understanding of key challenges facing Local Government and Cavan County Council • Understands the role of a Archivist • Experience of preparing reports and correspondence • Strong resource management skills
Competencies:	
Management and Change	• Be effective in translating corporate mission and objectives into operational plans and outputs. • Develop and maintain positive, productive and beneficial working relationships. • Effectively manage the introduction of change and demonstrate flexibility and openness to change.

Delivering Results and Communicating Effectively	• Contribute to the development of operational plans and lead the development of team plans. • Plan and prioritise work and resources effectively. • Establish high quality service and customer care standards. • Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations. • Have effective verbal and written communication skills.
Leading and Motivating and Managing Performance	• Lead, motivate and engage employees to achieve quality results and to deliver on operational plans. • Effectively manage performance.
Personal Effectiveness	• Take initiative and seek opportunities to exceed goals. • Manage time and workload effectively. • Maintain a positive, constructive and enthusiastic attitude to their role.

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 Archivist 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.