



**An Roinn Turasóireachta, Cultúir,  
Ealaíon, Gaeltachta, Spóirt agus Meán**  
Department of Tourism, Culture,  
Arts, Gaeltacht, Sport and Media

**Candidate Information Booklet**

OPEN COMPETITION FOR APPOINTMENT TO THE POSITION OF

**Archivists Grade III – National Archives of Ireland**

(Fixed purpose contract ending 2 years from date of appointment)

in the

Department of Tourism, Culture, Arts, Gaeltacht, Sport and

Media **Closing Date: 3.00 pm on Friday 22 January 2021**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media is committed to a policy of equal opportunity.

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will run this campaign in compliance with the Codes and Practice of the Commissioners for Public Service Appointments (CPSA).

Codes of Practice are published by the CPSA and are available on [www.cpsa.ie](http://www.cpsa.ie)

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**Contact: [recruitment@nationalarchives.ie](mailto:recruitment@nationalarchives.ie)**

National Archives, Bishop Street, Dublin 8

**Archivists Grade III– National Archives of Ireland**  
in the  
**Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media**

**Background**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media is seeking applications from suitable candidates to fill positions for the post of Archivist Grade III on a fixed-term basis in the National Archives of Ireland. The National Archives of Ireland is based in Bishop Street, Dublin 8.

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media's role is to promote and develop Ireland's tourism, culture, and art; and to advance the use of the Irish language, including the development of the Gaeltacht.

The National Archives is a statutory body within the Civil Service with responsibility for preserving and making publicly available the archival records of central government, including Departments of State, the courts, and a range of other State bodies. It was established in 1988, when the National Archives Act, 1986 came into operation. The National Archives operates under the control and management of the Director, who is appointed by and answers to the Minister for Media, Tourism, Arts, Culture, Sport and the Gaeltacht.

When established, the National Archives assumed responsibility for functions and holdings of two older offices: the Public Record Office of Ireland (founded in 1867) and the State Paper Office (founded in 1702).

The archives held by the National Archives date mainly from the 19th and 20th centuries, although some date back to the 13th century. Archives are made available for public inspection in the reading room of its headquarters building at Bishop Street, Dublin 8. Archives are stored onsite at Bishop Street and offsite.

Information concerning the holdings and services of the National Archives is disseminated in a variety of ways, including through publication on its website: <http://www.nationalarchives.ie/>. Access to archives in digital form is also provided through a range of dedicated websites. This is an important time for the National Archives as it seeks to discharge significant statutory functions in relation to the acquisition and preservation of records and making them accessible to the public.

The National Archives now seeks to recruit suitably qualified professionals on a fixed-term contract basis, with an interest in participating in preserving, cataloguing and making nineteenth and twentieth century archives available to the researching public.

**The Role**

In discharging its statutory responsibility for the records of central government, the National Archives oversees ongoing implementation of the provisions of the National Archives Act, 1986 (and related Statutory Regulations and Guidelines) and the National Archives (Amendment) Act, 2018, with regard to the preservation or disposal of records and their transfer to the National Archives. It also acquires records from state-sponsored bodies, business firms, and private individuals, organisations and institutions in order to secure their preservation.

Archivists working in the National Archives perform a range of professional duties in connection with the preservation of, and facilitating access to archives. Work will be carried

out under the direction and authority of the Director of the National Archives, and must be carried out in accordance with the guidelines, standards and procedures of the National Archives and as instructed by management. The National Archives Act makes no distinction between paper and electronic records and archivists may be expected to perform duties with regard to either medium.

It is expected that this competition will fill a number of positions on a fixed-term contract basis and future similar vacancies within the National Archives.

The current competition will be used to fill positions on a fixed-term contract basis of no more than 24 months each, providing archival processing services, specifically to work on late twentieth century departmental records and/or records of the Chief Secretary of Ireland's Office, 1918-1924.

**Principal duties:**

The duties of Archivist -National Archives in the Department will include the following but are not limited to, the following:

- Making arrangements for the transfer of Departmental records to the National Archives and advising on the work to be done in preparing records for transfer
- Arranging, listing and housing records worthy of permanent preservation
- The creation of a range of archival finding aids in accordance with accepted international standards and National Archives guidelines and procedures, and checking and editing finding aids for use in the public Reading Room and for publication on the National Archives website
- Assisting in work relating to the preservation of archives
- Any other duties as may be assigned from time to time by the Director of the National Archives.

## **Entry Requirements:**

### **Essential:**

#### **Candidates must, on or before the 22 January 2021:**

- A primary degree in a relevant discipline

and

- Hold a qualification of at least level 9 on the National Framework of Qualifications in archival studies from a course accredited by the Archives and Records Association UK and Ireland

and

- Have at least three years satisfactory post-qualification experience of working as an archivist
- Have demonstrable knowledge of best professional practice and appropriate standards with regard to the management of records and archives
- Have demonstrable knowledge of current information and governance compliance requirements and legislation, e.g. National Archives Acts, 1986 and 2018; data protection legislation (GDPR), FOI, copyright etc.
- Have excellent ITC skills including proficiency in working with Excel spreadsheets and archival and/or records management software and systems
- Have the ability to work independently and/or as part of team (as required), within a defined programme of work
- Have the ability to work under pressure and to deadlines
- Have excellent organisational ability and a proven record of methodical and accurate work;
- High degree of motivation and a commitment to high quality output and service
- Have good communication skills, good interpersonal skills and ability to work in spirit of co-operation with staff in all grades.

### **Desirable**

- Substantial knowledge of nineteenth and/or twentieth century Irish history (including knowledge of the history of public administration in Ireland)
- Reasonable understanding of written Irish
- Personal membership of a relevant professional body in archives or records management
- Experience with Adlib/Axiell software

### **Specific candidate criteria**

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

### **Key Competencies for effective performance at Archivist Grade III level**

Candidates are required to demonstrate, with relevant examples in the Application Form, how they satisfy the competencies listed below.

<b>Competency Heading</b>	<b>Competency Description</b>
<b>Specialist Knowledge, Expertise and Self Development</b>	<ul style="list-style-type: none"> <li>• Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others.</li> <li>• Has a high level of expertise and broad Public Sector knowledge relevant to his/her area of work.</li> <li>• Focuses on self-development, striving to improve performance.</li> </ul>
<b>Drive and Commitment to Public Service Values</b>	<ul style="list-style-type: none"> <li>• Consistently strives to perform at a high level</li> <li>• Is resilient and perseveres to obtain objective, despite obstacles or setbacks</li> <li>• Demonstrates high levels of initiative, taking ownership for projects and demonstrating self-sufficiency</li> <li>• Demonstrates flexibility and openness to change</li> <li>• Is personally honest and trustworthy</li> <li>• Acts with integrity and encourages this in others</li> </ul>
<b>Management and Delivery of Results</b>	<ul style="list-style-type: none"> <li>• Ability to gather, analyse and interpret information from relevant sources, weighing up a range of critical factors</li> <li>• Makes decisions utilising resources and expertise available, taking account of any broader issues and related implications, whilst also recognising time constraints</li> <li>• Uses previous knowledge and experience in order to guide decisions</li> <li>• Makes sound decisions with a well-reasoned rationale and stands by these</li> <li>• Puts forward solutions to address problems</li> </ul>
<b>Judgement, Analysis and Decision Making</b>	<ul style="list-style-type: none"> <li>• Manages and progresses multiple work activities successfully</li> <li>• Works effectively as an individual or as part of a team</li> <li>• Resourceful and creative, generating original approaches when solving problems and making decisions</li> <li>• Logical and pragmatic in approach, delivering the best possible results with resources available</li> </ul>
<b>Interpersonal and Communication Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with others, using the appropriate medium to ensure that the message is clearly understood</li> <li>• Uses information effectively to influence and persuade others</li> <li>• Demonstrates confidence and conviction in the information conveyed</li> </ul>

## **Eligibility to compete and certain restrictions on eligibility**

### **Citizenship Requirements**

Eligible Candidates must:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- (d) 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
- (e) 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 Switzerland and has a stamp 4 visa

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st 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 1 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).

### **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.

## **Principal Conditions of Service**

### **General**

The appointment is to a temporary position in the Civil Service and is subject to the Civil Service Regulation 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.

### **Pay**

The PPC (Personal Pension Contribution) salary for this position with effect from **1<sup>st</sup> October 2020** is as follows:

€32,321 – €34,650 – €35,274 – €38,383 – €41,502 – €44,622 – €47,743 – €49,670 –  
€51,592 – €53,526 – €55,447 – €57,374 – €61,159 – €63,159 – LSI 1 €65,302 – LSI 2  
€67,440

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6<sup>th</sup> April 1995 who **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.

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 temporary position in the Civil Service on a fixed purpose contract for a period of 2 years with effect from the specified start date. The appointment carries no entitlement to permanent status, by way of limited competition or otherwise.

In accordance with the Protection of Employees (Fixed Term Work) Act 2003, the contract is on a fixed-purpose, whole time contract basis only, on the following grounds. **This**

**appointment is a temporary one and is for a strictly limited single fixed purpose, not exceeding two years from the date of appointment, to the position of Archivist Grade III.**

There is no entitlement to a permanent position.

Notwithstanding the above paragraph on tenure, we retain the right to consider holding a confined Selection Process for permanent appointment to certain positions within the National Archives of Ireland in certain limited circumstances.

Any process will be held in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice for *Atypical Appointments to positions in the Civil Service and certain Public Bodies*.

Probation will be for a period of 6 months from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary period in appropriate circumstances.

During the period of your probation, 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, and
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary period 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 the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary period may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- 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 Carer's Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness

The employee may, in these circumstances, make an application to the employer for an extension to the contract 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 in their former grade in their former Department.

### **Unfair Dismissals Acts 1977-2005**

The Unfair Dismissals Acts 1977-2005 will not apply to the termination of the employment by reason only of the expiry of the fixed term contract without it being renewed.



### **Outside Employment**

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or comprises his/her integrity.

### **Location**

Headquarters will be the National Archives, Bishop Street, Dublin 8.

### **Hours of Attendance**

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

### **Annual Leave**

The annual leave allowance for the position is 25 days. 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.

### **Sick Leave**

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

### **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

## Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- **III-Health-Retirement**

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post III-health retirement from Civil Service

If successful in their application through the competition, the applicant should to be aware of the following:

  1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
  2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, **there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension,** that existed prior to the application nor is there an entitlement to same.

3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

### **Additional Superannuation Contribution**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)

### **Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity:**

During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997, 2003 and 2014. The officer will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

### **Civil Service Code of Standards and Behaviour:**

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

### **Ethics in Public Office Acts:**

The Ethics in Public Office Acts will apply, where appropriate, to this appointment.

### **Prior Approval of Publications:**

An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

### **Political Activity:**

During the term of employment the officer will be subject to the rules governing public servants and politics.

### **Important Notice**

**The foregoing 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 to be agreed with the successful candidate.**

## COMPETITION PROCESS

### How to Apply

An up to date Curriculum Vitae, letter of application and application form must be submitted by email to:

[recruitment@nationalarchives.ie](mailto:recruitment@nationalarchives.ie)

by 3pm on 22 January 2021

### **LATE APPLICATIONS WILL NOT BE ACCEPTED**

The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media is satisfied that such a person fulfils the requirements.

On receipt of an application you will be issued with an acknowledgement by email. Please note that all further correspondence will be carried out **via email**.

**It is anticipated that the interviews for this post will be held during February 2021, COVID-19 restrictions permitting. Without prejudice to the outcome of the selection process you are advised to make whatever provisional arrangements necessary should you be called to attend for interview. More precise instructions in this regard will issue closer to the planned date for interviews.**

Candidates must make themselves available, if invited for interview, on the date(s) specified and ensure that the contact details provided are correct.

### **Selection Process**

In the event that the number of applications received, significantly exceeds that required to fill existing and anticipated future vacancies over the lifetime of the panel, the Department may implement a short listing process to select a number of candidates to be invited to interview on the basis of the information contained in their application. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that, on this occasion, there are some candidates who are, on the basis of the information provided, better qualified and/or have more relevant experience.

### **Confidentiality**

**Subject to the provisions of the Freedom of Information Act, 1997 and 2003 applications will be treated in strict confidence.**

### **Security Clearance**

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which the applicant resided. If unsuccessful this information will be destroyed by Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

### **Other Important Information**

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will not be responsible for refunding any expenses incurred by candidates applying for the position.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position, the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Department may, at its discretion, select and recommend another person for appointment on the results of this selection process.

### **Candidates' Rights - Review Procedures in relation to the Selection Process**

**Request for a review are dealt with in accordance with the *Code of Practice: Appointment to Positions in the Civil Service and Public Service* published by the Commission for Public Service published by the Commission for Public Service Appointments – the Code can be accessed [here](#).**

**The Department will consider request (addressed to the HR Manager) for review as follows:-**

- Informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage 7.9 of Code)
- Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code)
- The Candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this effect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

**Section 8 of the Code deals with the Review/Appeals Procedure in relation to allegations of a breach of the Code of Practice.**

### **Candidate Feedback**

In accordance with the principles of the above Code of Practice, the Department is committed to providing clear, specific and meaningful feedback to candidates. In this regard it is the Department's policy to provide written feedback to candidates. This will consist of the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates where possible and a comment from the assessment board in relation to the candidate's overall performance under each of the competency headings.

### **Access to Information**

HR will destroy copies of the application form on the completion of the competition. Candidates retain the usual access rights to information on completion of the competition.

### **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not impersonate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

### **Deeming of Candidature to be Withdrawn**

Candidates who do not attend for interview or other test when and where required by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, or who do not, when requested, furnish such evidence as the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Freedom of Information Declaration**

Applicants should note that some or all of the information contained in this application may be released subject to the terms of the Freedom of Information Act, 1997.

If any of the information in this application is considered sensitive, please identify same and specify in writing the reasons for its sensitivity.

The Department will consult with you about sensitive information before making a decision on any Freedom of Information request received.

### **Special Accommodation**

If you require any special accommodations in relation to any aspect of this competition, please notify the HR Unit of the National Archives at [recruitment@nationalarchives.ie](mailto:recruitment@nationalarchives.ie)