



**Comhairle Contae
Dhún na nGall**
Donegal County Council

**Collections and
Documentation Officer**

Information for Candidates

December 2024

The Competition

The Council is seeking applications from dynamic, creative and motivated individuals with relevant experience for the position of Collections and Documentation Officer (Grade V), who will assist in fulfilling our vision “where everyone in our society is inspired, enabled and enriched by cultural activity” (pg 10. *Cultúr le Chéile: Strategic Plan for Culture Division 2022 - 2026.*)

1. The Position

This post requires museum expertise in collections care and documentation, leadership and management skills. Specific areas of responsibility include:

- Care of the collection
- Documentation of the collection

The main role of the Collections and Documentation Officer is the management and care of the Museum collection and delivery of related support services in line with the priorities identified in *Cultúr le Chéile: Strategic Plan for Culture Division 2022 - 2026*. The Collections and Documentation Officer may also be required to provide collections care assistance to the Archivist as time and resources allow.

The Collections and Documentation Officer reports to the Museum Curator. The Collections and Documentation Officer will represent the Museum Curator and the organisation as required.

All roles are reviewed periodically to reflect changing circumstances. The Collections and Documentation Officer role will evolve over time and, it should be understood that, as the Museum environment changes, so too will the requirements of the post.

Donegal County Museum

The Museum Service is based in the Housing, Corporate and Cultural Directorate of Donegal County Council. The Culture Division comprises the Library Service, the Arts Service, the Regional Cultural Centre, the Museum Service, the Archives Service, the County Donegal Heritage Office and the Biodiversity Office.

Donegal County Museum is based in an old stone building, once part of Letterkenny Workhouse, which opened in 1845. The Museum collects, records, preserves and interprets the material evidence and associated information of the County’s heritage for the benefit of its communities. In the first-floor gallery the Museum tells the story of Donegal from Prehistory to the Twentieth Century through artefacts, archives and images. Temporary exhibitions, covering a wide range of themes, are held in the Museum throughout the year. The Museum organises a varied annual programme of exhibitions and events both in the Museum and in venues throughout Donegal in association with local groups and national organisations. The Museum provides advice and guidance to researchers, students, community groups and other organisations on diverse

topics relating to the archaeology and history of the county. The Museum has achieved Full Accreditation in the Museum Standards Programme of Ireland and is a Designated Museum for the collection of archaeological artefacts, under the National Monuments (Amendment) Act, 1994, and the National Cultural Institutions Act, 1997.

Documentation and collections care are key responsibilities of all museums. The Collections & Documentation Officer has a key role in relation to collections care, documentation, recording, maintenance, security, access, display and storage and is central to maintaining the Museum's accredited status in the Museum Standards Programme. The Museum has a growing collection of artefacts (c.7,000) and this requires on-going care as part of our responsibilities to the donors and lenders. The appointee will implement a collections management policy for Donegal County Museum and will coordinate access to the collections and maintenance of collection facilities.

Working as part of a small and dedicated team, the role requires flexibility and effective teamwork. The duties are varied, and required to be carried out in a manner that inspires public trust and promotes Donegal County Museum as a leading cultural institution committed to equality, accessibility and life-long learning.

The Collections and Documentation Officer will undertake any other duties as required by the County Librarian/Culture Division Manager. This may include providing collections care assistance to the Archivist as time and resources allow.

2. Role, Duties & Responsibilities

Care of Collections

- Maintain optimum conditions for preventative conservation,
- Monitor and record environmental conditions,
- Prepare condition reports for objects on display, in storage, on loan, and proposed acquisitions and loans,
- Prepare objects for exhibition,
- Ensure security of collections in liaison with the Curator and other relevant bodies,
- Provide advice and guidelines, both internally and externally, on all aspects of the care and conservation of collections, recommending appropriate storage, handling and movement of items in the collections of the Museum and the Archives Service where appropriate,
- Respond to public enquiries and requests for information on the Museum's collection,
- Participate in the continuation & updating of a disaster plan for the collection,

- Continue regular training in conservation & documentation in accordance with national standards,
- Liaise with the Curator to maintain and develop all policies relevant to the museum collections,
- Assist the Curator to seek funding toward the development of the collections,
- Explore opportunities to develop the collections using new and emerging digital technologies,
- Monitor the Museum buildings (interior and exterior) and liaise with Curator and the Council about any maintenance issues,
- Oversee all Health and Safety requirements for the Museum and Unit 6 in liaison with the Curator and the relevant Council staff.

Documentation

- Create and maintain a collection management system in keeping with standard museum practice, including a documentation system for acquisition, de-accession, loan, location and exit,
- Supervise, number, document, catalogue, and store all artefacts in the Museum collection (on loan or donated),
- Maintain and develop the Museum's collection database,
- Co-ordinate all aspects of acquisition, borrowing and lending of items to and from the Museum.

Exhibitions

- Work with the museum team in the planning and development of all exhibitions,
- Lead out on the installation of all exhibitions in consultation with the museum team,
- Ensure all items are displayed in a manner best suited to the items continued preservation,
- Ensure environmental controls required for display of items are adhered to,
- Source display materials for exhibitions when required,
- Organise the collection and return of loans, donations and temporary exhibitions on behalf of the Museum and the Archives Service as required. This will require the post holder to drive the Museum Van.

Undertake any other duties from time to time that support the wider Museum's operation, including exhibitions and events, which will entail weekend and evening work.

3. Qualifications & Requirement of the Post

This post is analogous to a Staff Officer and the Department of Housing, Local Government and Heritage has declared that the qualifications for Staff Officer shall be as set out hereunder: -

(a) Character

Each candidate shall be of good character.

(b) Health

Each candidate 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.

(c) Education, Training, Experience etc.

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

- (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,

(d) Desirable Requirements

- Hold an honours primary degree or equivalent in Art History, History, Archaeology or another relevant discipline or subject,
- Experience of working in museum collections management, in particular documentation, registration, cataloguing, exhibition support, database and loans administration,
- Knowledge of collections management, Adlib collections management software, museum documentation procedures, collections logistics and collections management policy and procedure,

- Understanding of museum practice and of the Irish museum sector, in particular the Museum Standards Programme of Ireland,
- Knowledge of the ethical issues associated with collections care and management,
- Knowledge of local and national policies and plans as they relate to the museum service,
- Interest in the local community and its history and culture,
- Excellent ICT, interpersonal and communication skills, including writing skills,
- Understanding of Health and Safety, the implications for the organisation and the employee, and their application in the workplace.

(e) Core Competencies

Key Competencies for the post include the following and **candidates will be expected to demonstrate sufficient evidence within their application form and at interview of competence under each of these.**

Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates.

<p>Personal Effectiveness</p>	<ul style="list-style-type: none"> • Knowledge of Local Government & the Council generally • Understand the structures and environment within which the Culture Division operates and the role of the Collections and Documentation Officer in that context. • Manage time, resources and workload effectively. • The ability to analyse and identify key issues/demands. • The ability to work under pressure in a cross functional environment and to tight timelines. • High level of ICT skills. • Takes initiative and seeks opportunity to exceed goals. • Maintains a positive, constructive and enthusiastic attitude to the role.
<p>Delivering results</p>	<ul style="list-style-type: none"> • The ability to ensure their work contributes to meeting the purpose and priorities of the Service. • Contribute to the delivery of high-quality service and customer care standards. • Problem solving & resolution skills. • High level of attention to detail. • Compliance with and understanding of relevant policies / standards. • Demonstrates flexibility and openness to change and new challenges.

	<ul style="list-style-type: none"> • Make timely, informed and effective decisions.
Performance through People	<ul style="list-style-type: none"> • Maintain effective, positive and productive working relationships (internally & externally). • Lead, motivate and manage staff, and build effective teams. • The ability to resolve conflict situations. • The ability to lead by example and show initiative. • Excellent interpersonal skills. • Excellent verbal and written communication skills. • Ability to present ideas effectively and to present to groups. • Ability to write fluently and to prepare clearly structured written reports.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Collections and Documentation Officer.

(b) 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.

(c) Remuneration

The current annual pay-scale is €50,206 min to max LSI2 €60,051, as per Circular EL 03/2024.

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale.

(d) Base

The Museum Service is a county-wide service. The post will be based in the County Museum, High Road, Letterkenny.

The role of Collections and Documentation Officer may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours / Annual Leave

The normal hours of work will be 35 hours per week, including evenings and weekends as required. The Council reserves the right to alter the hours of work from time to time.

The museum hosts a number of events throughout the year outside of normal working hours. The Collections and Documentation Officer will be required to work at a number of these events as part of a rota system with all other members of the team.

The museum opens on Saturdays and the Collections and Documentation Officer will be required to work on Saturdays as part of a rota system with all other members of the team.

Annual leave allowance will be in accordance with Circular LG(P) 07/2011.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- **Please do not submit a CV with your application.** Only information contained in the application form will be considered as part of the assessment of a candidate's suitability for the post.
- Applications must be submitted in word or PDF format **by email only** to vacancies@donegalcoco.ie

- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short-Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review – # CDO 001

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the HR Dept, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- **Storage period**

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be accessed at:

www.donegalcoco.ie