

Applications are invited from suitably qualified candidates for the following position

**Archivist (Digital) Special Collections & Archives
Assistant Librarian Grade 1
DCU Library
2 Year Fixed Term Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University, proud to be one of the world's leading Young Universities. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

The Library, through its Special Collections & Archives (SC&A) directorate located in the John & Aileen O'Reilly Library on DCU's Glasnevin Campus, plays a vital role in the University through the provision of unique and distinct research collections of national and international standing, and in the delivery of expert services. The directorate is responsible for the development and care of archival and other research collections, typically comprising private and corporate papers (including photographic and audiovisual content), early printed and rare books, and pamphlets.

It has a policy of digitising substantial content for access and for preservation purposes. It manages and promotes its resources through a digital infrastructure including systems and tools such as AtoM, Google Arts & Culture and Omeka. The Library has particular archival strengths in the fields of politics, media, communications and education, with substantial unique holdings from, e.g., the Association of Secondary Teachers in Ireland (ASTI), Charles J. Haughey, the Kildare Place Society, Sean Lester, the McAleeses, Frank McDonald, Mary Mulvihill, Mary Raftery and the Union of Students in Ireland. To progress and support its growth, DCU Library now seeks to recruit an Archivist at Assistant Librarian grade, with a particular focus on making content available physically and digitally.

Role Profile

The successful candidate will join the SC&A Directorate. They will have responsibility for: listing, arranging and cataloguing archival collections; producing finding aids; identifying and surveying potential collections; collaborating in the identification of digital collections; engaging in the implementation of digitisation processes; and advising on standards and practices for the conservation and preservation of print and multi-media resources.

The successful candidate will work closely with the SC&A team who have responsibility for managing DCU Library's rare, historic and heritage research holdings in both physical and digital formats.

Working Relationships

Reports to the Associate Director Special Collections & Archives.

Duties and Responsibilities

The principal duties and responsibilities of the position may include but are not limited to the following:

- To appraise archival holdings and to advise on the general prioritisation of collection organisation and management;
- To advise on storage and conservation needs of, and standards for print, multimedia and digital archive collections;
- To implement a programme of organisation and description of archive materials and formats, for production of print and digital finding aids, for the manner of access to such materials and formats, and the timing of such access in line with library priorities and instructions;
- To manage metadata in archive management systems (Adlib, or equivalent);
- To collaborate in a directorate programme for the identification and digitisation of suitable materials, and the production, description and management of digital objects;
- To participate in the development of systems for reporting on archive management and usage, and to generate statistics on management and usage;
- To assist in the development of a web presence for archival materials (such as web pages, online exhibitions, external hosting, etc.);
- To provide reference and consultation services for researchers, including participating in desk rotas.

Other:

- To have duties varied, and perform them as required by the University Librarian or the Associate Director, Special Collections & Archives.

Qualifications and Experience

Essential

Applicants must:

- Have a degree, and a postgraduate qualification in Archives and Records Management or equivalent;
- Have at least 12 months' relevant post qualification experience in an archive or library environment;
- Be highly motivated and flexible;
- Be well organised, and able to work on own initiative, often to tight deadlines, while prioritising workloads;
- Have well-developed team and relationship-building skills;
- Demonstrate excellent communication, written and presentation skills;
- Demonstrate a high level of competency in IT;
- Be proficient in the use of archive description standards such as ISAD(G), RDA and EAD.

Desirable

- Applicants may demonstrate an understanding or practical experience of archive management and preservation processes, systems and software (e.g. Adlib/AtoM).

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) **and all Cyber Security Awareness Training**. Other training may need to be undertaken when required.

Salary Scale: ASSISTANT LIBRARIAN 1 - €46,586 - €63,521 (10 points)

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday, 7th February 2025

Additional Information

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

Panel

An Assistant Librarian Grade 1 (Archivist) panel may be formed from this competition. Successful candidates who are placed on this panel may be offered an Assistant Librarian 1 (Archivist) role which arises in the future. This panel will expire six months following the date of interview for this competition.

Remote Working Policy

From the 1st of November 2024, DCU will operate its newly agreed [Remote Working Policy](#). Employees may be approved for up to 2 days of remote working per week (or an appropriate pro rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of '*Student Focused*'. Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the remote working policy will apply.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Mr David Meehan, Associate Director, Special Collections & Archives Directorate, Dublin City University.

Email: david.meehan@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Silver Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)

