Post Title & Subject Area:	Project Archivist
Unit:	Library
Post Duration:	Fixed Term, full time: May 2025 to September 26th 2025
Grade:	Assistant Librarian 2
Reports to:	Head of Heritage Collections and Digitisation
Comp Ref:	011010

1. Job Advertisement

Applications are invited for the **fixed term, full time post of Project Archivist** at the University of Galway Library, from May 2025 – 26th September 2025.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2020-2025 - University of Galway](#)

For informal enquiries, please contact Catriona Cannon, Head of Heritage Collections and Digitisation, Email: [catriona.cannon@universityofgalway.ie](#).

Salary: Assistant Librarian 2 €49,789 to € 61,031 pro rata for part time/short term contracts (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy.](#)

This appointment will be made on the Assistant Librarian 2 payscale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) 1st May 2025. It will not be possible to consider applications received after the closing date.

Interviews are expected to take place on campus in the University of Galway on 20 May 2025.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at [www.dbei.ie](#)

For more information and Application Form please see [Jobs - University of Galway.](#) Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications (universityofgalway.ie)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

2. **Role Relationships**

Reporting directly to the Head of Heritage Collections and Digitisation the post holder will have specific daily contact with.

- Digital Archivist
- Head of Heritage Collections and Digitisation
- Archivists

The post holder has general contact with:

- Heritage Collections Library Assistants
- Library Systems Coordinator
- Digitisation Assistant
- Digital Projects Officer
- Special Collections Librarian
- IT Assistant
- Deputy Librarian

Organisation chart to illustrate position of job holder:

University
Librarian

Deputy University
Librarian

Head of Heritage
Collections and
Digitisation

Project Archivist

REST OF TEAM
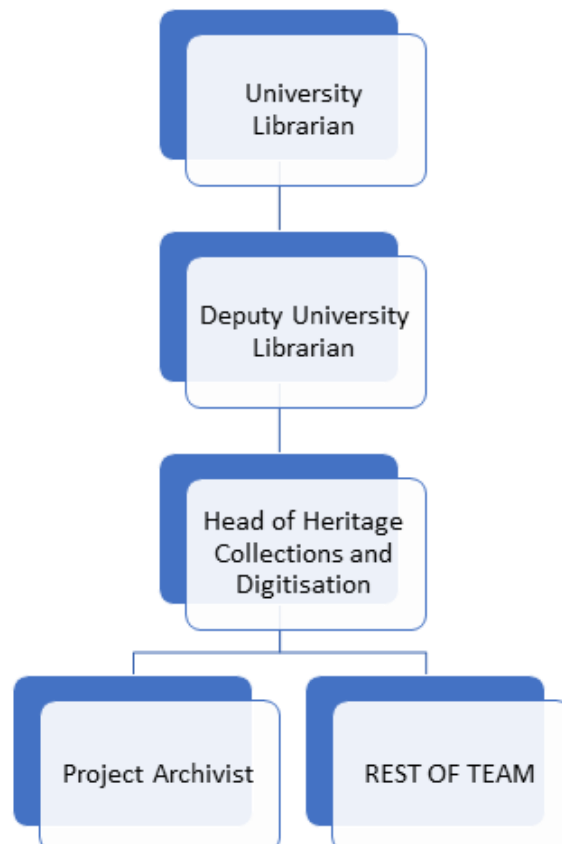
3. **Main Purpose of Job**

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The Project Archivist will be responsible for supporting the Digital Archivist and Archivists with the cleansing and migration of collection descriptions (metadata) from our legacy Archives Management System to a newly procured Archives Management System. The primary purpose of the Project Archivist's role is to assist with audit of metadata in legacy archives management system and to undertake the necessary metadata cleansing and enhancing work required to map and migrate metadata to the new system. If time permits, the Project Archivist may also support the Digital Archivist with the enhancement of Digital Collections metadata and the Archivists by arranging, cataloguing and re-housing a number of small collections housed by the University of Galway, and to promote the collections via the archives blog and social media.

Main Duties and Responsibilities

The Project Archivist will be responsible for:

Metadata cleansing and enrichment

- Assist with audit of metadata in legacy archives management system (Axiell CALM), identify and complete necessary data cleansing and reconciliation between systems prior to migration.
- Identify opportunities for data enrichment and enhancement to improve the quality, usability and portability of catalogue data.
- Liase with the Archivists regarding legacy catalogue records data and support them with data cleansing.
- Ensure all descriptive metadata is complete, consistent and searchable

Enabling the migration of catalogue records:

- Collaborate with Digital Archivist, Archivists and Library Systems Coordinator to execute best practices for catalogue record migration.
- Support activity to map fields and data held in the legacy Archives Management System to the new Archives Management System.
- Work to deadlines and project schedule to ensure key milestones are met
- Work / communicate with colleagues as part of wider Heritage Collections and Digitisation Team

- Support Digital Archivist and Archivists in the validation of migration success by ensuring completeness, consistency, and performance of transformed data.
- Conduct post-migration data integrity checks to ensure full dataset transfer.
- Create validation exercises to compare migrated and source data for discrepancies.
- Work with internal teams to troubleshoot and resolve migration issues

Collections Management

- If time permits, the post holder may support the Archivists and Digital Archivist with the cataloguing of uncatalogued physical or digital archival collections to agreed targets, levels and standards, using the Archives Management System, or Digital Collections Repository to enable discoverability of the archive and to enhance retrieval of related physical material.
- Rehouse collection into archival folders and boxes
- Ensure safe handling and preservation of fragile material
- Identify any material that needs conservation work

Communication/Outreach
- Support the Digital Archivist in keeping stakeholders and users abreast of the project and any changes to collections discovery via updates to social media channels and the archives blog, where appropriate
- Maintain clear lines of communication with the Heritage Collections Team and wider Library colleagues working on the project to ensure the migration process meets technical, user and business requirements.

Other
- Participate in projects with Heritage Collections colleagues as appropriate.
- Perform other duties as may be assigned by the University Librarian or Head of Heritage Collections & Digitisation
- Undertake any other duties of a similar nature and responsibility, as may be required or assigned from time to time.

Please note: This job description reflects the core activities of the role, and as the University and the post holder develop, there will inevitably be changes in the emphasis of duties. The post holder is expected to recognise this and adopt a flexible approach to work and skills development.

4. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

Essential Criteria

Qualifications

- A degree (NFQ Level 8 or above)
- A recognised professional archival qualification accredited or recognised by the Archives and Records Association. **Please note that only those candidates with an accredited qualification are eligible to be shortlisted for interview.**

Experience

- Relevant work experience in the field of archives, preferably in an academic/research information environment
- A proven track record in practical deployment of metadata, preservation and other standards
- Hands on experience of handling, arranging and rehousing archives and special collections
- Strong knowledge of and experience of using a modern Archives Management System

Skills and Attributes

- In-depth knowledge of ISAD-G General International Standard Archival Description
- A methodical, problem-solving mindset, with a structured approach to data auditing and issue resolution.
- Strong knowledge of standards relevant to the care and handling of archival material.
- Passionate and curious about history, archives and enabling research
- Excellent interpersonal and relationship building skills
- Excellent IT skills
- Excellent written and verbal communication skills.
- Excellent organisational and time management skills, including attention to detail and ability to work to deadlines
- Self-motivation, initiative and a flexible approach to change and work demands
- Strong customer focus and commitment to quality service

Desirable Criteria:

- Experience of data cleansing and migration of metadata
- Proficiency in the Irish language
- Demonstrable interest in the collections held at the University of Galway

- Experience in an academic/research library environment

The above criteria will be utilised to shortlist and select candidates for interview.

Application

A.   Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal http://ess.universityofgalway.ie. Core Portal user guides can be found at https://www.universityofgalway.ie/human-resources/employeeselfservice/. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Further information on CORE portal can be found here CorePortal User Guide - University of Galway.

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **1st May 2025.**

B.   All applicants will receive an acknowledgement of application.

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@universityofgalway.ie or telephone 091-492151.

C.   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 debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

D.   Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New

Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

F.   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. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-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) and the Minister's consent will have to be secured prior to employment by any public service body.

Please refer to Revenue circular (www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

G.   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, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

H.   Declaration:

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However, it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of

which restricts their right to be re-employed in the public service. 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.

J.   Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.djei.ie. Please see list of ineligible categories for work permits at https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//

Assessment Procedure

A.   Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

B.   Interview Dates

Candidates will be advised of arrangements in due course. Interviews are currently expected to take place on the University of Galway campus on 20 May 2025. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

C.   Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D.   Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.