



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

Post Title & Subject Area:	Project Digital Archivist
Unit:	Library
Post Duration:	Fixed Term: 6 months, October 2025 to April 2026
Grade:	Assistant Librarian 1/2
Reports to:	Head of Heritage Collections and Digitisation
Comp Ref:	011319



1. Job Advertisement

Applications are invited for the **fixed term, full time post of Project Archivist** at the University of Galway Library for a period of 6 months. **Please note that only those candidates with an accredited qualification are eligible to be shortlisted for interview.**

Information on the University's Strategic Plan is available at:

<https://www.universityofgalway.ie/strategy2030/>

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

Salary: Assistant Librarian salary scale: (Assistant Librarian 2: €51,297 to € 62,875 pro per annum; Assistant Librarian 1: € 60,239 to € 71,884 pro per annum) (applicable to new entrants effective from January, 2011) The relevant salary scale will be determined based on candidate's experience and in accordance with the terms 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 1/2 in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on 2 October 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.

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

The Imirce Project Digital Archivist will report directly to the Head of Heritage Collections and Digitisation. The postholder is a member of the Heritage Collections and Digitisation Department within the University of Galway Library.

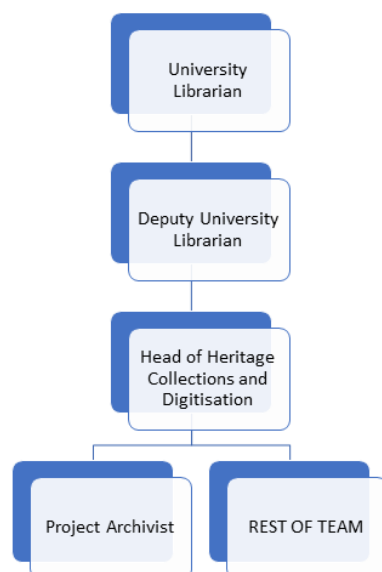
Reporting directly to the Head of Heritage Collections and Digitisation the post holder will have specific job contact with.

- Head of Heritage Collections and Digitisation (Catriona Cannon)
- Discipline of History (Prof. Breandán Mac Suibhne)
- Discipline of English (Prof. Daniel Carey)
- Archivists, Digital Archivists, and Special Collections Librarian/s
- Staff in the Department of Open and Digital Research, Library
- University of Galway Academic Staff
- University of Galway Researchers and Students
- Internal/External Project Staff
- System and Service Suppliers
- Collection Donors

The post holder has general contact with:

- Other Library and University Staff
- Working groups and professional bodies

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

The Imirce Project Digital Archivist primarily manages the collection, curation, and promotion of new archival donations to the Imirce Digital Archive, with a focus on personal correspondence, letters, memoirs, and related materials. They will actively contribute to outreach and promotional activities designed to increase awareness and engagement with the Imirce project (<https://imirce.universityofgalway.ie>), supporting its strategic growth and development.

Additionally, the role facilitates ongoing digital archival activities, including responding to queries, assisting with the development of educational resources, enhancing data visualisation initiatives, and supporting research activities by academics and project collaborators. Although digitisation and archival processing of the Kerby A. Miller Archive are complete, the archivist will continue to maintain this collection and ensure its ongoing accessibility and use.

Background to the Post

The Imirce Digital Archive at the University of Galway is a growing and dynamic digital collection that documents the experience of Irish emigration through personal letters, memoirs, and related materials from the eighteenth to the twentieth century. Central to the archive is the Kerby A. Miller Archive, an extensive body of work that includes transcripts, photocopies, and original documents relating to Irish emigrants to North America between c.1700 and 1950. Assembled over several decades by historian Kerby A. Miller, the collection also contains his research notes. The archive was donated to the University in 2020 and is now fully digitised and arranged across 125 archival boxes.

The processing of the Miller Archive is near completion, and forms a key component of the broader Imirce Digital Archive. The archive is being developed in collaboration with Professor Breandán Mac Suibhne (Discipline of History) and Professor Daniel Carey (Discipline of English), both located within the College of Arts, Social Sciences, and Celtic Studies at the University of Galway. These partnerships ensure that Imirce remains embedded within academic research and pedagogy. The Imirce project has now entered a new phase focused on the acquisition, curation, and promotion of new archival content, including letters and memoirs donated by the public or sourced through institutional outreach. The Imirce Project Digital Archivist will lead this work, facilitating engagement with communities, researchers, and educators to expand and enhance the archive.

The role contributes directly to the Library's strategic priorities, including the themes of Opening Scholarship, Being Digital, and Driving Research, and supports the University's broader goals of building digital capacity, enhancing cultural infrastructure, and promoting public engagement with heritage collections.

Main Duties and Responsibilities

- The Project Archivist will be responsible for:
- Archival Work – New Content
- Curate, manage, and process new archival donations (letters, memoirs, personal records) for inclusion in the Imirce Digital Archive.
- Create and maintain comprehensive item-level metadata for archival items to ensure accessibility and discoverability.
- Facilitate the ingestion and publication of new archival materials in the University's digital repository
- Ensure ongoing preservation, accessibility, and user-friendliness of existing digitised collections, notably the Kerby A. Miller Archive.
- Employ recognised metadata schemes and archival standards in managing digital content.
- Oversee digital preservation practices to ensure compliance with current technologies and standards.
- Monitor digital storage requirements and manage content workflows to ensure efficient data handling and user access.

Outreach and Promotion

- Plan and deliver outreach initiatives, including public events, travel for promotional purposes, talks, media interactions, and visits.
- Respond proactively and efficiently to service inquiries, including digital queries, calls, and walk-in interactions.
- Collaborate with colleagues to coordinate launches, collecting days, and media engagements.

Supporting Education and Research

- Facilitate and support the development of teaching resources related to emigration.
- Provide support for data visualisation activities undertaken by other project staff.
- Assist research activities focused on Imirce archival content, offering archival expertise and digital research support.
- Support digital humanities programmes and other digital scholarship initiatives.

Other Duties

- Clearly and comprehensively document processes, policies, and support resources.
- Regularly report project progress, engaging proactively with project governance and management structures.
- Ensure quality control, accuracy, and prompt service delivery aligned with the Library Strategy and broader institutional goals.
- Engage actively with professional networks and working groups relevant to archival practice.
- Perform other duties as assigned by the University Librarian or designated line manager, maintaining a flexible and adaptive approach to evolving project needs.

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

- Professional experience in digital archival content creation, organisation, and management
- Proven practical experience with digitisation standards, archival metadata schemes (e.g. ISAD-G, MODS), and digital preservation practices

Skills and Attributes

- Excellent IT skills, including proficiency in archival and digital asset management systems proficiency
- Strong interpersonal, teamwork, and stakeholder engagement skills
- High commitment to quality service provision and accuracy under tight deadlines

Desirable Criteria

- Excellent interpersonal, verbal/written communication, and presentation skills
- Demonstrated innovation in archival service delivery
- Relevant experience in an academic/research environment
- Knowledge of technical standards in digital photography and digital imaging for archival preservation
- Analytical, proactive, and business-oriented approach

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 **2 October 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. 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.