



NATIONAL LIBRARY OF IRELAND
CANDIDATES' INFORMATION BOOKLET

Open competition for the appointment to the position of

Digital Graduate Intern at Clerical Officer Level
in the National Library of Ireland
(1 year fixed-term)

Closing Date: 3.00 p.m. 15 October 2021

The National Library of Ireland is committed to a policy of equal opportunity

Contact: HR Unit

NATIONAL LIBRARY OF IRELAND

4 KILDARE STREET,

DUBLIN 2.

Telephone: (353) 1 6030200 - URL: www.nli.ie/vacancies

Information for Applicants

BACKGROUND

The National Library of Ireland (NLI) is the library of record for Ireland. Established in 1877, the NLI became an autonomous cultural institution on 3rd May 2005 under the National Cultural Institutions Act, 1997, with a Board and a Director who operates under the Board's overall governance. The Board, made up of a chairperson and 11 ordinary members, reports to the Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media. The Library employs some 110 staff who work to deliver five priorities under our current strategy, which runs from 2016-2021 - to collect, protect, connect, innovate and collaborate.

The NLI shares the story of Ireland with the world through our unique collections. We care for more than ten million items, including books, manuscripts, newspapers, photographs, prints, maps, drawings, ephemera, music and digital media. The Library's sites in Dublin are open, free of charge, to all those who wish to consult and explore the collections - through reading rooms which are visitor attractions in their own right, rich and varied exhibitions, a seminar room, and an active public programme. The National Library sites include the main campus on Kildare Street, the National Photographic Archive in Temple Bar, and the Seamus Heaney Exhibition at the Bank of Ireland Cultural and Heritage Centre on College Green. Further information is available at www.nli.ie.

THE ROLE

The National Library of Ireland holds extensive and growing digital collections, both those generated through the Library's long standing digitisation programme and also born digital collections with web archives dating from 2007 to the present day. Through its Born Digital Pilot Project, the NLI is also now acquiring unique born-digital collections as part of our holdings.

There is currently an estimated 80TB of web archive collection data and 65TB of digitised images in the library's holdings. The library works to safeguard these collections and ensure their sustainability so that they may continue to be accessible in 5, 15 and 50 years' time, and we as a national library can continue to provide access our national documentary and intellectual heritage.

Key goals in the NLI's strategic plan are to develop our unique, living national collection, become a leader in digital collecting and delivery, and protect our national collections for future generations. This 1-year graduate placement in NLI Digital Collections will support the work of the team in developing our National Collections in digital form and delivering on these goals and in ensuring continued access and protection for unique and distinctive Irish digital content which is a growing part of our National Collections and an invaluable cultural and research asset.

DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

Web Archiving

- Assist with research for selection of websites as required;
- Assist with the notification process for NLI Selective Web Archive;
- Assist with metadata creation for seeds on Archive-It using Dublin Core;
- Assist with QA of web archive crawls on Archive-It;
- Assist with descriptive metadata creation for discovery on the NLI Library Management System using international standards RDA, LCSH, LCNAF, and MARC21.

Born Digital Pilots

- Assist with selection and appraisal as required;
- Undertake digital forensics work as required;
- Assist with determination of appropriate levels and approach to description, and analysis of relevant metadata;
- Assist with identification of restricted material based on copyright/donor agreement
- Assist with workflow documentation.

Digital Preservation

- Assist with register of digital formats within NLI collections;
- Research and analyse formats which could provide preservation or access issues;
- Assist with a variety of preservation audits;
- Research and assist with pre-ingest activities for born digital collections.

Outreach activities in Digital Collections department including

- Advocacy and promotional activities in relation to NLI Digital Collections including events such as Culture Night, World Digital Preservation Day, Heritage Week, and other opportunities as they arise.

QUALIFICATIONS, SKILLS & EXPERIENCE REQUIRED

Essential Requirements:

- Postgraduate qualification in Digital Curation, Library or Archival studies or equivalent;
- Knowledge of metadata creation and management in relation to any of the following MARC21, ISAD(G), Resource Description and Access (RDA) and Dublin Core, as well as knowledge of controlled vocabularies. Knowledge of MARC21 will be considered particularly advantageous;
- Knowledge of contemporary Irish history and culture;
- Demonstrated interest in working within the digital library domain;

Desirable Requirements:

- Familiarity working with digital material;
- Interest in and knowledge of Irish digital landscape;

- Familiarity with METS, PREMIS and XML;
- Knowledge of web archiving activities and tools;
- Demonstrated experience creating descriptive metadata for library and/or archive collections using international library and/or archive standards;
- Ability to learn new skills quickly.

PRINCIPAL CONDITIONS OF SERVICE

Appointment to the post at CO level in the public service will be subject to the usual conditions governing such appointments.

Pay

The pay scale applicable to the position is the Clerical Officer Standard scale as follows (rates effective from 01 October 2020):

Personal Pension Contribution (PPC)

The PPC pay scale 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. It will also apply to new permanent employees and fixed term un-established employees.

€471.20	€502.02	€509.85	€525.13	€547.67	€570.17	€592.67
€609.05	€627.60	€649.16	€664.35	€685.68	€706.90	€739.99
€766.01 LSI1	€777.93 LSI2					

**LSI 1 is Long service Increment after 3 years on Max of scale.*

**LSI 2 is Long service increment after 6 years on Max of scale.*

Non-Personal Pension Contribution (Non-PPC)

The Non-PPC (Personal Pension Contribution) salary for the position will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

€485.35	€507.03	€521.30	€542.70	€564.09	€585.47	€600.82
€621.60	€639.00	€653.16	€673.34	€704.77	€729.49 LSI1	€740.88 LSI2

**LSI 1 is Long service Increment after 3 years on Max of scale.*

**LSI 2 is Long service increment after 6 years on Max of scale.*

Important Note

Subject to satisfactory performance increments may be payable in line with current Government Policy (see Public Service Stability Agreement 2018-2020 paragraph 5.1 for recent changes).

Different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.

The rate of pay offered will be payable weekly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply an IBAN and IBIC number to the HR Unit.

Statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

Tenure

The appointment is to a one-year fixed-term contract upon successful completion of probation period of 6 months.

During the period of probation, the appointee's performance will be subject to review by the Assistant Keeper, Grade 2/HEO in the Digital Collections department to determine whether they:

- (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 and particular regard to sick leave.

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 compromises his/her integrity.

Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount to not less than 43.25 gross hours per week (37 net hours per week).

Annual Leave

The annual leave allowance will be 22 working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave, and is on the basis of 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 for the public service.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the National Library of Ireland. Payment during illness will be subject to the officer

making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Location

The successful candidate will initially be based at the National Library of Ireland premises in Kildare Street, Dublin 2, but can be based at any of the NLI premises in Dublin.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the National Library of Ireland, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”).

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

a. Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b. Retirement Age

Scheme members must retire at the age of 70.

c. Pension Abatement

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, 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. If the appointee was previously employed in the Civil Service or in the Public Service, please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. **This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**

- **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 persons 60th birthday, whichever is the later, but on resumption, the pension will be based on the persons 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).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants (“Non-Established State Employee Scheme”). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. 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 existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions> .

Important notice:

The above 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**

Applicants should submit a copy of their current Curriculum Vitae with a letter of interest and the names and contact details of two referees by e-mail to the Human Resources Unit of the National Library of Ireland at careers@nli.ie. **Please note that all application documentation should be submitted in a single PDF document.**

Applicants will be short-listed on the basis of the information contained in their application. It is the responsibility of applicants to be available for interview/tests on the allotted time and date.

The NLI reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post to him/her.

Closing Date

The closing date for receipt of applications is **Friday 15 October 2021 at 15:00**. **This closing date and time will be strictly adhered to.**

Canvassing will disqualify.

Format of the Competition

The selection process for this competition may comprise of a number of elements. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

A panel may be formed from which future vacancies may be filled.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the National Library may decide that a number only will be called to interview.

In this respect, the National Library provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather than there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application documentation.

Deeming of candidature to be withdrawn

Candidates who do not, when requested, furnish such evidence as the National Library of Ireland requires in regard to any matter relevant to their candidature will have no further claim to consideration.

Review Procedures in relation to the Selection Process

Requests 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 Appointments - the Code can be accessed at www.cpsa.ie .

The National Library of Ireland will consider requests (addressed to the HR Unit) 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 (Section 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 affect 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 Procedures 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 National Library of Ireland is committed to providing clear, specific and meaningful feedback to candidates. In this regard it is the National Library of Ireland's policy to provide written feedback to candidates. This will comprise the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates and a comment from the assessment board in relation to the candidate's overall performance under each of the competency headings.

Access to Information

THREE hardcopies will be generated from the application form received by e-mail and will be used by the interview board. On completion of the competition **ONE** copy of the completed application form will be retained by the HR unit and the remaining **TWO** copies of each will be destroyed. Data Protection Acts 1988 – 2018 will apply.

Eligibility to Compete and Certain Restrictions on Eligibility

Eligible Candidates must be:

- (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.

Note in respect of UK citizens: Following the conclusion of the EU/UK Brexit negotiations the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria.

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

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 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, 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.

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.

DECLARATION

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

APPENDIX 1: CLERICAL OFFICER LEVEL COMPETENCIES
Team work
<ul style="list-style-type: none"> • Shows respect for colleagues and co-workers • Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate • Offers own ideas and perspectives • Understands own role in the team, making every effort to play his/her part
Information Management / Processing
<ul style="list-style-type: none"> • Approaches and delivers all work in a thorough and organised manner • Follows procedures and protocols, understanding their value and the rationale behind them • Keeps high quality records that are easy for others to understand • Draws appropriate conclusions from information • Suggests new ways of doing things better and more efficiently • Is comfortable working with different types of information, e.g. written, numerical, charts etc.
Delivery of Results
<ul style="list-style-type: none"> • Takes responsibility for work and sees it through to the appropriate next level • Completes work in a timely manner • Adapts quickly to new ways of doing things • Checks all work thoroughly to ensure it is completed to a high standard • Identifies and appreciates the urgency and importance of different tasks • Demonstrates initiative and flexibility in ensuring work is delivered • Is self-reliant and uses judgment on when to ask manager or colleagues for guidance
Customer Service & Communication Skills
<ul style="list-style-type: none"> • Actively listens to others and tries to understand their perspectives/ requirements/ needs • Understands the steps or processes that customers must go through and can clearly explain these • Is respectful, courteous and professional, remaining composed, even in challenging circumstances • Communicates clearly and fluently when speaking and in writing
Drive and Commitment
<ul style="list-style-type: none"> • Consistently strives to perform at a high level and deliver a quality service • Is thorough and conscientious, even if work is routine • Is resilient, persevering in the face of challenges and setbacks • Is personally honest and trustworthy • At all times, acts with integrity
Specialist Knowledge, Expertise and Self-Development
<ul style="list-style-type: none"> • Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, relevant policies etc. • Clearly understands the role, objectives and targets and how they fit into the work of the unit • Is committed to self-development and continuously seeks to improve personal performance

Competencies - Clerical Officer Level

