The National Library of Ireland is an Equal Opportunities Employer
Candidates' Information Booklet

Open competition for the appointment to the position of

Digital Archivist at Assistant Keeper Grade 2 Level,

Digital Collections Department,

in the National Library of Ireland

Closing date for applications: **13th February 2026, at 3pm**

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

Contact: HR Department

National Library of Ireland

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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 operate under the Board's overall governance. The Board, made up of a chairperson and 11 ordinary members, reports to the Minister for Culture, Communications and Sport. The Library employs some 125 staff who work to deliver five priorities under our current strategy, to collect, protect, reveal, engage and innovate.

The NLI shares the story of Ireland with the world through our unique collections. We care for more than twelve million items, including books, manuscripts, newspapers, photographs, prints, maps, drawings, ephemera, music and digital media. The Library's sites in Dublin, including the National Photographic Archive in Temple Bar, 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, via rich and varied exhibitions, and by means of an active public programme. Further information is available at https://www.nli.ie/about-us

THE DIGITAL COLLECTIONS DEPARTMENT

The NLI Digital Collections Department is responsible for growing, managing and preserving the national digital collections in the form of web archives, born-digital archives and digitised collections, and for developing the NLI's underpinning systems and core technical infrastructure. The Digital Collections Department is made up of the following teams: ICT Infrastructure and Operations, Digital Library Systems, Digital Preservation & Repository Services, Digitisation Services, Web Archiving, and Born-Digital Archives.

THE BORN-DIGITAL ARCHIVES (BDA) TEAM

The NLI's BDA Team is responsible for the acquisition and long-term collection management of born-digital archival material. This is a crucial area of activity in delivering on NLI Strategic Objectives in relation to proactively collecting the evolving breadth of contemporary materials to capture the diversity of Irish experience. In line with the NLI's overarching Collection Development Policy, and a person-centred approach to responsible collecting, the BDA team carefully considers the Total Cost of Stewardship in acquiring material for the National Collections. The team is committed to continuous improvement and carries out progressive benchmarking of the activities of the Born-Digital Archival team to established and evolving international standards and norms.

THE ROLE

The Digital Archivist will play a key role in growing the BDA Team's capacity and capability to acquire, preserve and provide access to born digital archival material that is a record of contemporary Irish life. Core tasks will include pre-acquisition assessment, rights-management, collection analysis, processing, arranging and description. The role will involve direct engagement with donors and creators before, during and after acquisition of material. It will also require collaboration with colleagues in different Library teams and departments. The work requires a combination of curatorial and technical skills and involves working with digital forensic tools and software as part of end-to-end workflows to acquire, manage, and provide access to digital material. The Digital Archivist will work with colleagues to further refine and develop these born-digital archival workflows and procedures, which will require a commitment to continuous upskilling in relation to archival and digital preservation best practice. Within the NLI's planning process, there will be considerable opportunity for the Digital Archivist to identify, scope, propose, and deliver initiatives and agreed projects to improve the NLI's digital collecting capabilities.

The role will involve (but is not limited to) work on the following types of collections currently held by the NLI:

- Complex born-digital archival collections, the first of which was acquired in 2018. These collections include a broad range of format types that represent photographs, email, word documents, video, spreadsheets etc. e.g. Yes Equality Marriage Equality Referendum photographic archive;
- Born-digital material that is part of NLI hybrid collections that can include legacy formats such as floppy disks;
- Collections acquired resulting from engagements of other NLI departments with external partners e.g. commissioned works of photography;
- Work with formats not currently acquired by the NLI and considered "emerging".

The successful candidate will be a flexible and co-operative team player, but equally comfortable working on their own initiative and demonstrating a high level of personal responsibility. They will have excellent analytical and communications skills and the ability to work effectively in project-oriented environment.

Hybrid and flexible working are offered for this role, based in our historic city-centre campus. This is an excellent opportunity to work in a stimulating, challenging environment, to apply your expertise, to solve interesting problems, and to implement community adopted technologies and standards to help ensure the preservation and re-use of national cultural heritage collections.

DUTIES AND RESPONSIBILITIES

Reporting to the Born-Digital Archives Team Lead, the successful applicant's duties will include the following tasks:

- Contribute to the development of NLI born-digital archival collections in line with NLI Collection Development Policy;
- Liaising with the BDA Team Lead, take responsibility for the delivery of end-to-end acquisition and processing of agreed born-digital archival collections in a timely manner;
- Work with donors, vendors, and creators during all stages of the born-digital life cycle with a particular emphasis in relation to pre-acquisition assessment, collection transfer, rights-management, processing, arrangement and description of digital collections;
- Liaise with the NLI Digital Preservation and Repository Services team, to undertake tasks in relation to digital preservation requirements for the long-term management of born-digital collections;
- Process born-digital archival collections, including accessioning, virus checking, technical and archival appraisal, QA, arrangement, description, repository ingest, and ongoing curation;
- Collaborate with colleagues to develop, document and maintain procedures, workflows and processes (e.g. accessioning, appraisal, description) for collection acquisition and long-term management of born-digital archival collections;
- Ensure descriptive metadata requirements of NLI digital collections are met in keeping with international best practice and emerging developments, to promote their discovery and re-use;
- Work with internal NLI teams to champion NLI born-digital archival collecting initiatives internally and externally including representing NLI at national and international level;
- Work with colleagues to promote the use of and engagement with born-digital archival material through the development of services for users in line with strategic objectives and explore the use of emerging technologies to enable others to innovatively re-use our digital collections;
- Identify, scope, propose, and deliver initiatives and projects to improve the NLI's capability and capacity to acquire and manage digital collections, and to maximise their reuse by the public;
- Other duties as required.

The above is a general guide to the role and is not an exhaustive description of duties which are associated with the role or tasks which may be assigned to the role of Digital Archivist, Assistant Keeper Grade 2 in the NLI.

QUALIFICATIONS, SKILLS & EXPERIENCE REQUIRED

Essential Requirements:
- Postgraduate library or archive qualification or equivalent;
- Demonstrated experience with digital collecting in archive/ library or another comparable context;
- A good understanding of collection management principles and practices, as demonstrated through previous experience;
- Demonstrated experience of having engaged with digital preservation theory, standards and best practice;
- Experience in developing any of the following; workflows, guidelines, manuals and procedures relating to digital collecting and preservation;
- Demonstrated experience in working with metadata structure, content and value standards relevant to digital collecting and content description, e.g. some of the following: MARC21, ISAD(G), DACS, LCSH, LCNAF, RDA, EAD, schema.org, RDF;
- Excellent ICT skills and confidence working with a range of digital file formats, software and systems used in the management of digital archive and/or library collections;
- Knowledge of copyright, licensing and data protection as they relate to born-digital collections under Irish and European legislation;
- Ability to communicate effectively to technical and non-technical users and strong advocacy skills.

Desirable Requirements:
- A minimum of three years professional experience in a relevant field including experience with digital collections, similar to those held by the National Library of Ireland;
- Experience of working with donors and donor relationship management;
- Experience of managing rights and re-use in relation to digital collections;
- Experience of working with users/researchers who use born-digital archival material;
- Experience of working with command-line tools and/or writing scripts (e.g. Python) as part of collection analysis or processing;
- Experience of working with digital forensics tools as part of born-digital archival workflows;
- Experience of having worked with various digital file formats and their components as part of collection management workflows;
- Familiarity with technical specifications and standards used in the management and delivery of digital collections, e.g. some of the following: OAIS, PREMIS, Bagit;
- Facility in written and spoken Irish.

PRINCIPAL CONDITIONS OF SERVICE

PAY: The payscale applicable to the position is as follows (rates effective from 1st August 2025):

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.

€39,474 €41,996 €42,670 €46,036 €49,413 €52,824 €56,392 €58,645 €60,908

€63,191 €65,460 €67,736 €70,011 €72,279 €74,567 €77,094* €79,618**

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.

€41,211 €44,056 €47,265 €50,468 €53,742 €55,854 €57,990 €60,140

€62,295 €64,459 €66,617 €68,776 €70,939 €73,352* €75,750**

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
Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Candidates should note that different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy (see Public Service Stability Agreement 2021 - 2022 paragraph 5.1 for recent changes).

The rate of pay offered will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply an IBAN and BIC 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 successful candidate will be appointed to a permanent post, subject to successful completion of a 12-month probationary contract.

This does not preclude an extension to the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant manager(s) to determine whether the appointee:

(i) has performed in a satisfactory manner.

(ii) has been satisfactory in general conduct.

(iii) is suitable from the point of view of health with particular regard to sick leave.

Outside Employment
The position will be full time and the appointee may not engage in private practice or be connected with any outside business which conflicts in any way with their official duties, impairs performance or compromises their integrity.

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 Library premises in Dublin.

Organisation of Working Time Act 1997
The terms of the Organisation of Working Time Act 1997 will, where appropriate, apply to this position.

Hours of Attendance
Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41.25 gross hours per week (35 net hours per week).

Annual Leave
The annual leave allowance is 25 working days a year, rising to 29 working days after 5 years and 30 days after 10 years. 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.

Health
A candidate and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

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 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 shortlisted on the basis of the information contained in the application. It is the responsibility of applicants to be available for interview on the allotted time and date.

The names and contact details of two referees will be required following an interview. The Library reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post to them.

Closing Date
Please note that the deadline for receipt of applications is **13th February 2026**, at **3pm**. This closing date and time will be strictly adhered to.

Canvassing will disqualify.

Panel
A panel may be formed from this competition from which vacancies at Assistant Keeper Grade 2, both permanent and temporary, should they arise may be filled.

Special Accommodations
If you require any special accommodations in relation to any aspect of this competition, please notify hr@nli.ie

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.

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 provides 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 on the application form.

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 CPSA-Code-of-Practice-2022.pdf

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 or within 5 working days of the receipt of a decision in relation to an interim stage.
- Formal process: request for a formal review must be made within five working days of the candidate receiving notification of either the original decision or the decision on their informal complaint.
- The candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this effect should be made within 7 working days of the receipt of the outcome of the initial review
- The Review/Appeals Procedures in relation to allegations of a breach of the Code of Practice is also outlined.

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 of 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 Capability Framework headings.

Access to Information

One hardcopy of a CV and cover letter will be generated from the e-mail application and will be used by the interview board. Members of the interview board will receive softcopies of application material, with instructions to delete these copies as soon as the purpose for which they were required have concluded. On completion of the competition one copy of application material will be retained by the HR Unit for a minimum of one year.

All competition documents including interview notes are subject to the Freedom of Information Act. Data Protection Acts 1988 - 2018 will apply.

APPENDIX 1

Digital Archivist, Assistant Keeper, Grade 2 – Key Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Judgement, Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues

	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
	Collaborates and supports colleagues to achieve organisational goals
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self-development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity