



The National Library of Ireland is an Equal Opportunities Employer

Candidates' Information Booklet

Open competition for the appointment to the position of

Deputy Chief Herald of Ireland,

at Assistant Keeper Grade 1 Level,

in the National Library of Ireland

Closing date for applications: **9th October 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: [About | National Library of Ireland](#)

OVERVIEW OF THE OFFICE OF THE CHIEF HERALD OF IRELAND

The Office of the Chief Herald, formerly the Genealogical Office, has been a part of the National Library of Ireland since 1943. This heraldic remit is unique amongst national libraries worldwide.

Heraldic responsibility for Ireland had previously been the remit of the office of the Ulster King of Arms, founded in 1552. Since 1943, the Chief Herald of Ireland has been responsible for the granting and confirming of arms to individuals and corporate bodies in Ireland. The Chief Herald of Ireland may also consider applications from those overseas who can demonstrate Irish heritage and who reside in a jurisdiction which does not have a heraldic authority of its own, such as Australia and the USA. Notable previous examples include the American Presidents John F. Kennedy and Bill Clinton.

The statutory functions of the Office of the Chief Herald of Ireland are set out in Section 13 of the National Cultural Institutions Act, 1997.

All arms granted are recorded in the centuries-old Register of Arms series maintained by the Office. The extensive genealogical and heraldic records of the Office are referred to as the Genealogical Office (GO) Manuscripts and, if not digitised, they can be consulted in the Library's Manuscripts Reading Room at Kildare Street, Dublin. Due to their continuous nature, it is possible through the records to track political and social change in Ireland over almost half a millennium.

THE ROLE

The Deputy Chief Herald supports the Chief Herald of Ireland in delivering the State's heraldic functions, ensuring the integrity, scholarship, and continuity of heraldic practice. The role oversees operational delivery within the Office of the Chief Herald, managing heraldic and genealogical casework, and acts as deputy in the Chief Herald's absence. The Deputy Chief Herald will also contribute to policy development, standards, and public engagement, and play a key role in maintaining the Register of Arms and associated records within the National Library of Ireland.

DUTIES AND RESPONSIBILITIES

Currently reporting to the Head of Service Delivery, the successful applicant's duties will include the following:

- **Heraldic Research and Casework:** Lead detailed heraldic and genealogical research; preparing case files; draft blazons; and support the granting and registration of arms.
- **Operational Leadership:** Manage day-to-day operations of the Office of the Chief Herald, including the NLI's genealogical service; line manage staff within the Office of the Chief Herald and family history service, and, when required, supervise staff within the Service Delivery team; liaise with consultant heralds, contract artists, painters, calligraphers and genealogists; and oversee workflow, quality assurance, and service standards.
- **Records and Governance:** Maintain the Register of Arms and related archival records; ensure compliance with NLI governance, archival standards, and data protection requirements; and ensure the Library Leadership Team, Committee on Genealogy and Heraldry, and Board are provided with activity and progress reports on business objectives as required.
- **Public Engagement and Representation:** Respond to public enquiries; deliver talks and outreach; publicise and promote the work of the Office of the Chief Herald; build awareness of the NLI's digitised heraldic material, and utilise the work and history of Ireland's heraldic heritage to reveal this little-known and under-used archive of material, through engaging new audiences with it; keep up-to-date with developments in heraldry and genealogy and establish a strong international network of peers; and represent the Office in national and international heraldic and genealogical forums when required.
- **Strategic Planning, Policy and Standards Development:** Contribute to the development of strategic planning within sphere of influence in line with the development of broader organisational strategy and objectives; and lead programmes of work to ensure alignment with strategic goals.

- The postholder must be prepared to work occasional evenings and weekends, if required, to fulfil the tasks and duties associated with the post.
- Carry out any other duties which are appropriate to the post as may be reasonably requested by Line Manager.

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 this Assistant Keeper Grade I position within the Office of the Chief Herald.

QUALIFICATIONS, SKILLS & EXPERIENCE REQUIRED

Essential Requirements:

- Degree in history, family history/genealogy, medieval studies, art history, Irish studies, or a closely related discipline;
- Demonstrated knowledge of heraldic principles, practices and systems, including blazoning;
- Demonstrated knowledge of genealogical research methodologies;
- Strong analytical and research skills, with proven ability to produce precise, evidence-based work;
- Experience supervising staff and managing workflows;
- Excellent written and verbal communication skills, including the ability to explain heraldic concepts clearly;
- Experience delivering public talks, lectures, or outreach;
- Strong digital literacy, including proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook and Teams) and confident use of online systems and databases such as library catalogues, archival or collections management platforms.

Desirable Requirements:

- Postgraduate degree in history, family history/genealogy, medieval studies, Irish studies, or a closely related discipline;
- Prior employed experience working in a library, cultural, archival, or heritage institution;
- Ability to understand, enhance and promote the highest standards of heraldic art created by hand or via digital and other emergent media;
- Experience developing social media content for promotional and informational purposes;
- Published research in heraldry, Irish genealogy, or related fields;
- Experience in editing and proofreading texts;
- Irish language and/or Latin proficiency.

Person Specification

The successful candidate will possess:

- Demonstrated ability to work to deadlines;
- Demonstrated ability to work collegially within a small team environment;
- Good organisational and prioritising skills with ability to manage complex workloads;
- Excellent attention to detail;
- Interest in creativity and innovation;
- Tolerant, flexible and positive attitude;
- Excellent interpersonal skills and the ability to communicate heraldic concepts clearly to non-specialist audiences;
- Self-motivation and initiative;
- Sound decision making and judgement when assessing risks;
- Initiative and drive to achieve objectives.

PRINCIPAL CONDITIONS OF SERVICE

PAY: The pay scale applicable to the position is as follows (rates effective from 1st June 2026):

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.

€76,202 €77,944 €79,680 €81,425 €83,165 €83,629 €85,344 €87,125 €90,024* €92,931**

**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.

€72,501 €74,161 €75,807 €77,467 €79,121 €80,775 €82,422 €84,093 €85,521* €88,278**

**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 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 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 his/her official duties, impairs performance or compromises his/her 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 will be 30 days per annum. This allowance is subject to the usual conditions regarding the granting of annual leave and is based on 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 their 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 NLI reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post.

Closing Date

Please note that the deadline for receipt of applications is **9th October 2026, at 3pm**. This closing date and time will be strictly adhered to.

Canvassing will disqualify.

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 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.

Format of the Competition

The selection process for the competition will comprise the following elements:

- Shortlisting
- Analysis Exercise/Presentation
- Interview

The Analysis Exercise/Presentation will involve:

- Selecting one coat of arms from five pre-selected options from the work of the Office of the Chief Herald of Ireland and giving a 5-minute presentation explaining it to a non-specialist audience. The explanation will include the blazon and any particular points of interest (for example, cadency marks).
- A further 5-minute presentation outlining their strategy for developing and promoting the Office of the Chief Herald over the next 3 years.

Panel

A panel may be formed from this competition from which applicable vacancies at Assistant Keeper Grade 1 level, 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

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 effect 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 Capability Framework headings.

Access to Information

Four copies of application material will be generated from the softcopy submitted at the time of application, to be used by the interview board. On completion of the competition **ONE** copy will be retained by the HR unit and the remaining **THREE** copies will be destroyed. Data Protection Acts 1988 - 2018 will apply.

Assistant Keeper Grade 1 Key Performance Indicators

Leadership	Actively contributes to the development of the strategies and policies of the Department/ Organisation
	Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
	Leads and maximises the contribution of the team as a whole
	Considers the effectiveness of outcomes in terms wider than own immediate area
	Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
	Develops capability of others through feedback, coaching & creating opportunities for skills development
	Identifies and takes opportunities to exploit new and innovative service delivery channels
Analysis & Decision Making	Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
	Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
	Integrates diverse strands of information, identifying inter-relationships and linkages
	Makes clear, timely and well grounded decisions on important issues
	Considers the wider implications of decisions on a range of stakeholders
	Takes a firm position on issues s/he considers important
Management & Delivery of Results	Takes responsibility for challenging tasks and delivers on time and to a high standard
	Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
	Ensures quality and efficient customer service is central to the work of the division
	Looks critically at issues to see how things can be done better
	Is open to new ideas initiatives and creative solutions to problems
	Ensures controls and performance measures are in place to deliver efficient and high value services
	Effectively manages multiple projects
Interpersonal & Communication Skills	Presents information in a confident, logical and convincing manner, verbally and in writing
	Encourages open and constructive discussions around work issues
	Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors
	Maintains poise and control when working to influence others
	Instills a strong focus on Customer Service in his/her area
	Develops and maintains a network of contacts to facilitate problem solving or information sharing
	Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation
	Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
	Is considered an expert by stakeholders in own field/ area
	Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

Drive & Commitment to Public Service Values	Is self-motivated and shows a desire to continuously perform at a high level
	Is personally honest and trustworthy and can be relied upon
	Ensures the citizen is at the heart of all services provided
	Through leading by example, fosters the highest standards of ethics and integrity