

## Archivist & Heritage Officer – Maternity Cover

<b>Head Office Location:</b>	Harbour Road, Dun Laoghaire, Co Dublin, A96 H500
<b>Vacancy:</b>	Archivist and Heritage Officer – Maternity Cover
<b>Remuneration:</b>	Competitive salary to reflect candidate experience.
<b>Contract Type:</b>	Maternity Cover – 10 months (subject to review)
<b>Location:</b>	Primarily based in Dun Laoghaire with occasional travel to the Baily Lighthouse, Howth. Flexibility to work occasionally at various Irish Lights locations around the country will be required.

### Background to Role

Community Engagement, Tourism and Heritage is a key focus area within the Irish Lights' Strategy ("Safe Seas-Connected Coasts") launched in April 2018. Throughout its history, Irish Lights has recognised its obligations as a guardian of maritime heritage. Through our presence on the coast, we seek to positively impact on coastal communities through provision of our navigation services and using our coastal infrastructure for tourism and heritage activity.

Irish Lights will continue to seek to preserve key elements of its heritage reflecting the history and traditions of the organisation and will work with third parties to fund and present our unique heritage to the wider community. We recognise the strategic value of our heritage assets to the tourism sector and to local communities from a development perspective.

### Irish Lights Historical Archive

Irish Lights' archives date from the early 1800's and over the years, Irish Lights has donated material to educational establishments and state institutions on a permanent basis. An appraisal of the archive was completed by archivists in 2017. The study described the archive as an incredibly rich resource, not just for the history of marine Aids to Navigation, but also for the social, political, military, engineering, architectural and maritime history of the island of Ireland over 200 years. It identified the scale of work envisaged to properly catalogue, curate and digitise an archive of this complexity. The assessment recommended the archive be maintained as a whole, as the research value lies in the completeness and interconnectedness of the collection.

### Irish Lights Artefacts Collection

The Baily Museum was opened in 1997 to provide a secure location for the storage and display of Irish Lights' artefacts. In addition to the artefacts stored and displayed at the Baily Museum, Irish Lights loans artefacts to other small museums and heritage/visitor centres.

Artefacts are on loan at some 13 museums and to the Irish Landmark Trust. It is intended to continue managing loaned artefacts on this basis to ensure their integrity and ownership.

## Overview of the role

The role of Archivist and Heritage Officer (Maternity Cover) is to manage the Archive and Heritage (A&H) activities of Irish Lights. The successful candidate will ensure the preservation of the Irish Lights Archive while bringing it up to a modern standard of presentation using international best practice.

## The main duties and responsibilities will include:

- Continuing progress against a detailed plan to upgrade the Irish Lights Archive to a modern standard.
- Meeting and reporting on all monthly and annual targets for cataloguing, conservation, digitisation and outreach activities.
- Catalogue Archive Collections to ISAD (G) standard.
- Oversee the outsourcing of conservation and digitisation projects.
- Respond to internal and external archive requests.
- Prepare A&H material for outreach including: internal intranet content and development of A&H website; internal and external publications; heritage promotions and related Stakeholder events.
- Work with contract historian to extract archive content for use in outreach programmes
- Ensure Irish Lights compliance with GDPR and related legislation.
- Maintain efficient workflow to manage all aspects of role.
- Complete all work in line with Archive Policies & Procedures.
- Ensure the Archive can continue as a working reference point for Irish Lights' day-to-day business activities and requests.
- Manage short term archive and artefact storage locations.
- Other duties and assignments set by the Director of Corporate Services.

## Key requirements, Qualifications, Experience and required skills

### Qualifications

- A recognised post graduate qualification in Archives and Records Management.

### Essential

The following specific competencies and skills are deemed essential for the post:

- Experience in cataloguing to ISAD (G) Standard
- Strong IT skills including Microsoft desktop applications, database management and archival software packages. (Axiell software currently in use.)
- Experience in managing outsourced archive services including conservation, digitisation, specialist storage.
- Experience in preparing publications for outreach programmes and promotions.
- Strong written and verbal communications and presentation skills.
- Attention to detail with a focus on results.

- Demonstrated organisation and administrative skills.
- Ability to represent Irish Lights at Stakeholder events
- Ability to handle sensitive information/issues with good judgement.
- Proven self-starter and initiative with the ability to work independently and as part of a team.
- Membership of the Archives and Records Association
- Full, clean driving Licence.

### **Desirable**

The following competencies are desirable but not essential for the post:

- 1-2 years post-qualification experience.
- Experience working with Axiell Collections (Adlib).
- Knowledge and awareness of social, political and economic issues that might impact on Irish Lights.
- Knowledge and awareness of the marine sector.
- Knowledge of broader Ireland and UK history.

### **Performance Expectations**

- The Irish Lights A&H project will be managed to the highest international standards.
- Meet targets across all areas of the Archive set by the Director of Corporate Services.
- Carry out all tasks in an efficient manner.
- Commitment to personal development and upskilling.
- Open and collaborative approach to all areas of Irish Lights.
- Flexible approach to work, working hours and carry out other duties as required.
- Initially this role will primarily be based in our Dun Laoghaire with occasional travel to the Baily Lighthouse, flexibility to work occasionally at various Irish Lights locations around the country will be required.