



Comhairle Contae **Lú**
Louth County Council

Louth County Council
Candidate Information Booklet
(Please read carefully)

Archives Assistant

Closing Date

Completed application forms should be submitted via the Louth County Council online recruitment portal no later than

4.30 pm on Monday 14th July 2025

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Louth County Council

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General Information

Louth County Council is the authority responsible for local government in Louth. The county of Louth is divided into the three municipal districts of Drogheda, Ardee and Dundalk. There are five electoral areas in Louth: Ardee, Drogheda Rural, Drogheda Urban, Dundalk-Carlingford and Dundalk South. There are 29 elected county councillors and an annual operating budget of €184 million in 2025.

The Council provides a diverse range of services across a large geographic area. Key services areas include housing delivery, planning and development, emergency services, infrastructural upgrades and projects (road improvements, public realm), community services and facilities (community/leisure centres, libraries and parks), encouraging economic development through FDI (foreign direct investment), and supporting existing and new business.

Context:

Local Government has undergone a very significant reform process in line with the proposals in “Putting People First”. The programme sets out a wide range of actions to deliver reform in order to address weaknesses, enhance effectiveness and accountability and improve performance across the entire system. The Local Government Act 2014 provided the necessary legislative basis to give effect to many of the reform measures set out in the Action Programme.

The Act, together with the Action Programme provide the broad policy context within which the successful candidate will work and a focussed agenda which he or she will be required to lead and deliver on, as directed by the Chief Executive.

The Role of the Archives Assistant

Louth County Archives Service is dedicated to collecting, preserving and making available archives that form the documentary heritage of County Louth. It is responsible for the proper management, custody, care, conservation, and access for research and inspection of Louth's archives while ensuring compliance with professional standards. The Service holds material of both local and national importance and collections held consist of:

- (a) Local government records identified for permanent preservation and transferred from Louth County Council. This includes records of its predecessor bodies such as the Grand Jury, the Board of Guardians (poor law unions), or former municipal bodies.
- (b) Local private collections such as from clubs, societies, individuals, schools, landed estates or businesses. These reflect the economic, social, political and historical development of the county over time.

Louth County Archives Service holds a large collection dating back to 1628, with the majority of material dating to the 1800 to 1990 period. It supports a wide variety of users ranging from local authority staff to professionals such as solicitors, engineers, or planning consultants, academic researchers such as historians, archaeologists, or social scientists, local historians, family historians, students and other individuals. It also provides records management services for the Council and occasionally produces exhibitions, publications or other projects. As part of the Housing & Culture Delivery Directorate, the Archives Service works collaboratively with the Library, Museum and Arts Services.

Essential Criteria

1. Character

Each candidate shall be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Experience etc

- Each candidate must have a good general level of education.
- Previous relevant work experience, preferably in an archive service or similar institution.
- Commitment to the care and preservation of archives.
- An interest in history and in working with archives.
- Ability to work on one's own independently, and as a member of a team.
- Ability to work methodically and accurately with attention to detail.
- Ability to deal politely and efficiently with members of the public.
- Ability to move archives, which may sometimes be outside, in the course of normal duties.
- Highly motivated, flexible and enthusiastic with a commitment to a high standard of service.
- Good IT skills.
- Good written and verbal communication skills.

Desirable Criteria

- An honours degree in history, cultural studies, or the humanities.
- Experience of customer service.
- Knowledge and understanding of local government functions in Ireland.
- Reasonable knowledge of Irish history.
- Full, clean class B driving licence.

The Duties of the Archives Assistant

An Archives Assistant makes a valuable contribution to the provision of an Archives Service by delivering frontline services and by providing support to the Archivist.

- To provide a frontline service to the public and staff, ensuring service users and stakeholders receive the best possible service.
- To work as part of a dedicated team, providing an efficient support service to the Archivist in various areas of archive, records management and outreach activities work.
- To maintain the highest standard of service provision.

Main duties and responsibilities:

The Archive Assistant will assist the Archivist in running the service by:

- Assisting with researchers' enquiries including retrieving and returning archives and supervising researchers.
- Delivering frontline services in person and maintaining all public areas.
- Performing archive preservation including cleaning, repacking, boxing, and shelving records and archives on site or at other locations where records are stored, when directed.
- Keeping in order and cleaning, when necessary, of shelving and floors in storage and work areas including maintenance of boxes.
- Retrieving and returning files for departmental requests and managing the return of overdue files.
- Assisting with internal record transfers, box listing and updating indexes.
- Assisting in the delivery of outreach and educational services such as archive displays, exhibitions, group visits, talks, events, or other projects.
- Assisting in the preparation of material for social media and assisting in positively promoting the service to all relevant agencies, and the local community.
- Performing general administration work such as processing payments or office filing.
- Working in accordance with given Policies and Procedures and undertaking all duties in accordance with legislation, regulatory guidance and good practice.
- Contributing to the delivery of operational and strategic plans.
- Maintaining confidentiality of records, archives, office documents, databases, telephone calls and other information and comply with GDPR.
- Ensuring a responsible, courteous and appropriate attitude towards researchers, service users, partner agencies, contractors, and visitors.
- Undertaking other tasks commensurate to the needs of the service and as proposed by the Archivist.
- Undertaking any other duty assigned.

Competency Indicators

Candidates will have to demonstrate from their application form to the satisfaction of a short-listing board that they possess sufficient skills and experience in the competencies listed below in order to be called for interview.

1. **Understanding Purpose & Change**
2. **Delivering Results**
3. **Performance through People**

Candidates called for interview will be assessed at the interview under the three competencies listed on the application form using some/all of the following indicators within each competency:

Understanding Purpose & Change

- Knowing the purpose of the section and its priorities
- Understanding the role of the Elected Council and the Elected Members
- Understanding and complying with the Code of Conduct for Employees
- Maintaining a positive image of the Council
- Co-operating with change
- Safety, Health & Welfare

Delivering Results

- Identifying problems and contributing to solutions
- Implementing work programmes
- Taking care of Council resources
- Complying with Council rules
- Delivering quality work and services

Performance through people

- Contributing positively
- Performing effectively
- Co-operating to resolve conflict
- Communicating effectively

Please note: Candidates will be assessed at the **interview stage** under the three competencies listed above **in addition to** Local Government Knowledge and Understanding.

Local Government Knowledge and Understanding (To be assessed at interview)

- Knowledge of the structure and functions of local government.
- Knowledge of current local government issues and advocates practical approaches to addressing them.
- A clear and realistic view of future trends and strategic direction of local government.
- An understanding of the role of Archives Assistant in this context.

Particulars of Post

Salary

Salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. The salary scale for the position of Archives Assistant is €30,811 - €47,945 (LSI 1) gross per annum.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. In accordance with Departmental Circular Letter EL.02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point. Rate of remuneration may be adjusted from time to time in line with Government Policy.

Location of post

Louth County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Probation

The Successful candidate shall be required to be on probation for a 9-month period from date of employment, as determined by the Council. This period may be extended at the discretion of the Council.

Superannuation

A. Officers joining the Public Service after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). This includes a contribution to a Spouse's and Children's Scheme.

OR

B. Officers who became pensionable officers of the Public Service prior to 1st January 2013 and who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouses & Children's Pension Scheme.

OR

C. Officers who become pensionable officers of a Public Service prior to 5th April 1995 and who are liable to pay the Class D rate of PRSI contribution will be required to contribute at a rate of 5% of their pensionable remuneration. If an option to join a dependent scheme was made you will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

Retirement

Retirement is dependent on the superannuation scheme you become a member of and details will be made available to you upon appointment.

Health

For the purpose of satisfying the requirements as to health, it may be necessary for the successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

Residence

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Louth County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions, or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Hours of work

The working hours at present provide for a five-day, thirty-five hour working week. A flexible working hours' system is in operation and may be availed of subject to the terms and conditions of the Flexitime Policy.

Sick Leave

The terms of the Public Service Sick Pay Scheme will prevail.

Annual Leave

Annual leave entitlement for the position will be 27 - 29 days per annum (after 5 years service). Louth County Council's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

Start date

The successful candidate will commence on direction from Directors of Service and/or Chief Executive. Should they fail to take up the appointment on direction, the council at its discretion may not appoint them.

Recruitment Process

All applications must be typed and the form filled out in full. Handwritten submissions will not be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process.

Short-listing

Where the volume of applications received exceeds that required to fill existing and future vacancies, and / or where it would not be practical to interview all applicants, Louth County Council reserves the right to arrange short listing of applications.

It is in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency where competencies are listed.

Short-listing does not suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing or a Preliminary Interview.

External persons may be requested to carry out short-listing on behalf of Louth County Council, e.g. an Interview Board or recruitment agency. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

Vetting

Garda vetting is required for certain roles within Louth County Council. Failure to complete a Garda vetting form on request may prevent your employment with Louth County Council. In the event of an unsatisfactory Garda declaration being received Louth County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Louth County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case by case basis.

The Interview

Candidates will be invited to interview by email, it is important that the email address and mobile phone number supplied in the application form is correct and in use. Dates, times and location of interview are subject to change at short notice.

Where possible, candidates will be informed of names of Interview Board Members in advance, however board members are subject to change up to and including the date of interview. Canvassing of Board Members will automatically disqualify candidates from the recruitment process.

Where candidates do not present or make themselves available at the time and location/format requested this will result in elimination from the competition.

Candidates will be required to pay any expenses incurred by them in attending the interview.

Panel

A panel may be formed on the basis of an interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panels, be appointed as appropriate vacancies arise.

After the Interview

Louth County Council will automatically advise you of the result of the interview. This may be done by email, phone, or on our website via a private candidate reference marking system. The marks awarded to you at interview by the Interview Board will be forwarded directly to you thereafter.

Successful applicants will be allowed a maximum of one week following the written offer of employment to indicate whether they will/will not take up the position. They will be required to take up duty at the latest within six weeks of the date of offer.

All documents relating to this competition will be retained on file for a period of 12 months following the expiry of the panel formed.

Period for acceptance of offer

The local authority shall require persons to whom appointment is offered to confirm acceptance of offer within two weeks and to take up such appointment within a period of not more than six weeks from original offer.

If they fail to take up the appointment within such period or any longer period agreed, the local authority shall not appoint them.

Appeals Process

If a candidate wishes to appeal either a short listing decision or a Selection Board decision, they must do so within **three working days** of the date upon which written notification to the unsuccessful candidate is issued.

The appeal must clearly state the alleged process and/or procedural flaw and should be emailed to recruitment@louthcoco.ie. The candidate is responsible for ensuring that the submission of the appeal is within the prescribed time limit. Within **2 working days** of its receipt, HR will evaluate the grounds of the appeal. If grounds for an appeal are not established, HR Management will notify the candidate in writing and no further action will be taken.

If it appears that there may be grounds for an appeal relating to the short listing process, then HR Management will investigate the complaint further with the Chair of the Selection Board. If having reviewed the candidate's application, the Chair together with the other members of the Selection Board, may recommend a reversal of the original decision and determine that the candidate should be included in the shortlist. HR Management will notify the candidate and invite the candidate to interview and the recruitment process will continue.

Having reassessed the candidate's application, the Chair together with the other members of the Selection Board may decide that the original decision was valid. In these circumstances, HR Management will notify the candidate of the outcome of the review and the recruitment process will continue. There is no further right of appeal to a short listing decision.

If it appears that there may be grounds for an appeal relating to the interview process, the recruitment process will be paused until the appeal process concludes.

Notes

CLOSING DATE FOR RECEIPT OF APPLICATIONS is 4.30pm on Monday, 14th of July 2025. Late applications will not be accepted.

Have you:

- Supplied correct and factual information?

DO NOT:

- Forward any certificates or CV's with the application form.
- Post hard copies of your application.
- Canvass any persons connected with Louth County Council or the Interview Board in relation to this post.
- Submit False or misleading information. This may lead to later termination of employment.

DO:

- Ensure you apply before the deadline of **4.30pm on Monday, 14th of July 2025.**
- Check for automated response to emailed application and keep as proof of date and time of application.
- In the event of no response to your email application please contact the HR Section the next day.

Louth County Council is an equal opportunities employer.

Canvassing will automatically disqualify.