

COMHAIRLE CONTAE MHUINEACHÁIN

MONAGHAN COUNTY COUNCIL



Candidate Information Booklet

Museum Registrar

**Closing Time and Date:
4.00pm on Friday 16th September 2022**

Monaghan County Council is committed to a policy of equal opportunity.

Museum Registrar

Qualifications

Character

Each candidate shall be of good character.

Health

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

Education, Training, Experience

Each candidate must, on the latest date for receipt of completed application forms have:-

- (a) At least two years of relevant experience in caring for and managing museum collections including installation of exhibitions.
- (b) Good I.T. skills and commitment to utilising new technologies in the workplace
- (c) Hold a full current driving licence (Category B or equivalent to the EU model driving licence) and have access to own vehicle.

It is also desirable that candidates possess:-

- A degree level qualification in a museum related area, e.g. museum studies, archaeology, history, heritage.
- Knowledge of museum practice and of the Irish Museum sector
- Awareness of the Heritage Council's Museum Standards Programme for Ireland and how those national standards relate to this post.
- Understanding of current legislation relating to local authority museums.

Candidates must also:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be suitable in all other relevant respects for appointment to the post concerned;

Candidates, if successful, will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Monaghan County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

Each candidate must include on the application form details of all qualifications obtained by them. The invitation to attend for interview is not to be regarded as an admission that you possess the prescribed qualifications and/or requirements for this post or are you qualified by law to hold the post. Documentary proof will be required before appointment where you claim credit for particular qualification/s, experience, etc.

PERSON PROFILE

Main Duties and Responsibilities

The Museum Registrar will work under the supervision of the Monaghan County Museum Curator. The person appointed to the position will have responsibilities as follows:-

Documentation

- Participate in the maintenance of the Museum's policy documents relating to collections management and care
- Create and maintain orderly systems for the management of the collection in keeping with standard museum practice, including a documentation system for acquisition, de-accession, loan, registration, location and exit
- Supervise, number, catalogue and store the museum's collection
- Co-ordinate all aspects of borrowing and lending objects
- Maintain and develop the museum's collection database

Care of Collections

- Work with the Collections Officer as part of the Collections Care team in the museum
- Participate in the continuation and updating of a disaster plan and disaster response procedures for the collection
- Aid in preparing risk assessments and follow Monaghan County Council Health & safety guidelines
- Continue regular training in the areas of conservation and documentation in accordance with Museum Standards Programme of Ireland (MSPI)

Exhibition and Research

- Aid the Research Officer in answering queries on the collection, where required
- Carry out research on objects in the collection for the purposes of display
- Participate in the creation of long term and temporary exhibitions

The Museum Team

- Work as an effective part of the museum team in using the collections to promote the historical richness and cultural diversity of the region to as wide an audience as possible
- An ability to be flexible in the role to support all other members of the team will be a key requirement;
- Carry out other duties that the Curator deems necessary from time to time for the successful operation of the Museum;
- Act as a key holder for the purpose of emergency call outs.

Networking

- Network with museums colleagues locally, nationally and internationally
- Liaise with local, regional and national bodies and funding agencies in the development of Monaghan County Museum's collections

Funding

- Research and pursue opportunities for funding in consultation with the Museum Curator
- Maintain relationships with relevant funding organisations

Policies

- Ensure adherence to all Museum Policies
- Work to Monaghan County Museum standards as well as those of the National Museum of Ireland Designation Status and of the Heritage Council Museum Standards Programme for Ireland

The Peace Campus

Monaghan County Museum will be moving to its new home at the Peace Campus, Monaghan Town in mid-2023. The successful candidate will play an important role as part of the museum team in the planning and management of the movement of the museum collections and development of the new displays at this iconic venue.

Additional Details

The museum hosts several events throughout the year outside of normal working hours. The Museum Registrar will be required to work at a number of these events on an annual basis as part of a rota system with all other members of the team. Flexi time will be provided in lieu of extra hours worked as per Monaghan County Council policy.

The museum opens on Saturdays and the Museum Registrar will be required to work on Saturdays as part of a rota system with all other members of the team. Flexi time will be provided in lieu of extra hours worked as per Monaghan County Council policy.

While based at the museum, the Museum Registrar will also work at the museum's offsite store on an ongoing basis.

1. POSITION

The post is wholetime, permanent and pensionable. A panel will be formed from which permanent or temporary vacancies arising during the lifetime of the panel may be filled.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

2. REMUNERATION

The salary shall be fully inclusive and shall be as determined from time to time. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their post or in respect of any services which they are required by or under any enactment to perform. The current payscale applicable to this post is as follows:-

€29,546, €31,530, €34,347, €36,197, €37,816, €39,381, €41,493, €43,022, €44,574, LSI 1, €46,001, LSI 2 €47,435 (EL 01/2022):

3. SUPERANNUATION

The Single Public Service Pension Scheme applies to new entrants.

4. HOURS OF WORK

The successful candidates' normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

The general hours of work will relate directly to the opening hours of Monaghan County Museum. As a member of the museum staff, the appointee will be expected to attend early and/or remain on later than normal as circumstances demand and/or as the Museum Curator deems necessary.

All museum staff will be required to work Saturdays on a rotational basis to be worked out co-operatively and in consultation with the Museum Curator.

5. HEALTH

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

6. TRAINING

The successful applicant will undertake any course of relevant training as required by Monaghan County Council and will participate and co-operate with all training initiatives as required.

7. ANNUAL LEAVE

The annual leave entitlement for this post will be 30 days per annum.

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, 1997.

8. PROBATION

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointment takes effect, during which such persons shall hold such position on probation,
- (b) such period shall be six months but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

9. SELECTION PROCESS

- (i) Selection of candidates for appointment shall be by means of a competency based interview conducted by or on behalf of Monaghan County Council. Marks will be awarded under the following skill sets identified for the position:-
 - Delivering Results/Communicating Effectively
 - Performance Management and Team-Work
 - Personal EffectivenessCandidates will also be assessed at interview under the heading "Essential Requirements" (see information sheet attached)
- (ii) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for employment may within the life of the panel be appointed as appropriate vacancies arise.
- (iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates shortlisted will be called for interview.

10. DRIVER'S LICENCE

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so holders of office shall drive a motor car in the course of their duties and for this purpose provide and maintain a motor car to the satisfaction of the Local Authority

11. 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, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council may 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 the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position.

This is not to 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. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.**

12. RESTRICTIONS ON ELIGIBILITY

Candidates should note that anyone who has taken part in the public service early retirement schemes set out below is not eligible to take part in this competition.

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 of 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 funds.

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.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. 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.

13. GARDA VETTING/CHILD PROTECTION

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

14. ACCEPTANCE OF OFFER

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

15. RETIREMENT AGE

Retirement age will be determined on previous Public Sector Service (if any) and will be advised on appointment.

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

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Museum Registrar Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.
- The onus is on each applicant to ensure that she/he is in receipt of all communication from Monaghan County Council. Monaghan County Council does not accept responsibility for communications not accessed or received by an applicant.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Monaghan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

To make a request to access your personal data please submit your request by email to: dataprotectionofficer@monaghancoco.ie ensuring that you describe the record(s) you seek in the greatest possible detail to enable us to identify the relevant record(s).

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking

A competency framework has been developed for the position of Museum Registrar. Candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. The key competencies for the role are as follows:

Essential Requirements	
Knowledge, Experience and Skills	<p>Understanding of the role of Museum Registrar, as outlined in the information booklet.</p> <p>Has experience of working as an effective member of a team.</p> <p>Demonstrates an understanding and appreciation of the role local museums play within the community.</p> <p>Has a clear understanding of the structure and functions of Monaghan County Council.</p> <p>Has knowledge and experience of operating ICT systems.</p> <p>Has experience of preparing reports and correspondence.</p>
Competencies	
Delivering Results/Communicating Effectively	<p>Plan work and other resources effectively.</p> <p>Implement high quality service and customer care standards.</p> <p>Demonstrate effective verbal and written communication skills.</p>
Performance Management and Team Work	<p>Ability to think and act strategically.</p> <p>Work as part of a team to ensure delivery of plans and schedules.</p> <p>Develop and maintain positive, productive and beneficial working relationships.</p> <p>An understanding of the challenges and opportunities that change brings.</p>
Personal Effectiveness	<p>Take initiative and is proactive when he/she sees opportunity to make a contribution.</p> <p>Manages time and workload effectively.</p> <p>Maintains a positive, constructive and enthusiastic attitude to their role.</p> <p>Demonstrates flexibility and openness to change.</p> <p>Behave in a honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.</p>