museum
National Museum of Ireland
Ard-Mhúsaem na hÉireann

SCIENCE AND ART ATTENDANT

INFORMATION BOOKLET

National Museum of Ireland
Job Description

The National Museum of Ireland is seeking applications for the position of Science & Art Attendant.

Job Title: Science and Arts Attendant

Location: National Museum of Ireland (NMI) – Dublin Sites

Reporting to: Senior Attendant

Job Purpose:
Providing front of house services to NMI visitors and ensuring the safety and security of the NMI`s collections, visitors, staff and facilities.

Duties and Responsibilities:

Customer Service
- Proactively provide information to visitors about the NMI`s exhibitions, events, activities and services.
- Staff the NMI`s reception areas and cloakrooms. This will include providing services to the visitor face to face, via switchboard and telephone, and the use of IT and cloakroom equipment.
- Prepare galleries/public spaces to receive visitors and maintain the appearance of the public spaces to the highest possible standard. This will include cleaning of cases/glass doors, ensuring all equipment is in working order, carryout security/safety checks and maintaining brochure and leaflet stands and report faults and issues.
- Maintain a working knowledge of the exhibitions, events, activities and services in NMI.

Security and Health and Safety
- Maintain a working knowledge of and operate all health and safety and security policies and procedures in NMI.
In line with these policies and procedures report accidents and incidents, coordinate evacuations and operate security and safety equipment and provide first aid as required.

General
- Provide logistical support. This will include carrying out post duties and assist in setting up rooms for events and functions.
- Any other duties that may be assigned by the Senior Attendant. This will include liaising with external service providers and being reassigned to other NMI sites, as required, from time to time.
- You will be required to undergo Health and Safety training, first aid and any other training necessary to improve the quality and level of skills within NMI to further develop its services.

Personal Specification

Specific candidate criteria

Candidates must:

Essential
- Ability to communicate effectively in English, both spoken and written.
- Experience in delivering customer services working with a diverse range of customers with varied needs.
- Experience in working in teams.
- Ability to anticipate customer needs and deliver customer requirements.
- A commitment to personal development a willingness to undertake training and acquire new skills.
- Flexible approach to work.

Desirable
- Experience in delivering security and or health and safety services either as a principal duty of a role or, as an element of a role.
- ICT skills including familiarity with MS Office applications.

Selection Process
In the event that the number of applications received, significantly exceeds that required to fill existing and anticipated future vacancies over the lifetime of the panel, the National Museum of Ireland may implement a short listing process to select a number of candidates to be invited to
interview on the basis of the information contained in their application. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that, on this occasion, there are some candidates who are, on the basis of the information provided, better qualified and/or have more relevant experience.

Candidates should note that eligibility to compete is confined to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.

**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 the Scheme, are debarred from applying for another position in the same employment or 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.

**Collective Agreement: Redundancy Payments to Public Servants:** The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.
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.
Application process

Please download an application form at www.museum.ie.

Applications should be typed and returned with a letter of application expressing interest in the position of Science & Art Attendant. Your original application together with 2 copies of the application form and the original handwritten letter of application should be sent to

HR Shared Services Unit,
Department of Arts, Heritage and the Gaeltacht,
23 Kildare Street,
Dublin 2.

Envelopes should be clearly marked “Science & Art Competition 2015”

Please provide a valid monitored email address on the application form. This will be used as the main form to contact to liaise with applicants.

Closing Date for Applications

Applications must be received no later than 17:00 hrs on Wednesday, 06th January 2016, delivered to:

HR Shared Services Unit,
Department of Arts, Heritage and the Gaeltacht
Room 308
23 Kildare Street,
Dublin 2

LATE APPLICATIONS WILL NOT BE ACCEPTED
Unestablished position as Science & Art Attendant in the National Museum of Ireland

Principal conditions of service

Starting Salary
Entry 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.

The rate of pay is €386.63 per week up to a maximum salary of €581.56 per week. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

€386.63  €402.18  €428.86  €449.50  €465.58  €481.60  €495.38
€511.43  €536.66  €543.51  *€560.38  **€581.56
NMAX     LSI1     LSI2

* After 3 years satisfactory service at the maximum
**After 3 years satisfactory service at the maximum

Tenure
The appointment will be in a probationary capacity for a period of one year. Subject to satisfactory performance during probation, the appointment will be to a permanent position.

Notwithstanding the foregoing, the appointment may be terminated at any time by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 and 1991.

The successful candidate(s) may be required to serve in any of the NMI’s Dublin locations.

Annual leave
Annual leave will be 24 working days a year rising to 25 working days a year after 5 years’ service and to 26 working days a year after 10 years’ service. This leave is on the basis of a five-day week and is exclusive of the usual public holidays.
**Hours of Attendance**
The full time hours are Tuesday to Saturday (9.00 am to 5.15pm). Sunday Overtime is 1.45 pm to 5.15 pm. Monday is the official day off. Sunday overtime is an essential part of the terms and conditions of employment of a Science & Arts Attendant. Where extra attendance is necessary, overtime payments, will be allowed in accordance with the civil service overtime regulations.

**Duties**
You will be required to perform any duties which may be assigned to you from time to time as appropriate to the position. The position will be whole-time and you will not be connected with any outside business which would interfere with the performance of official duties. You 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.

**General**
The appointment is subject to the Civil Service Regulation Acts, 1956 to 1996, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the civil and public service. The appointee will be subject to the National Museum of Ireland Code of Standards and Behaviour.

**Superannuation and Retirement**
The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service, at the time of being offered an appointment.

**a. Pensionable Age**
The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

**b. Retirement Age:**
Scheme members must retire at the age of 70.

**c. Pension Abatement**
- If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous
service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. **This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.**

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under **Strands 1, 2 or 3** of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement.** Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. **Prior Public Servants**
While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a **successful candidate who has worked in a pensionable**
(non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the National Museum of Ireland pension scheme for non-established officers ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

**e. Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. **This may have implications for any appointee who has acquired pension rights in a previous public service employment.**

**f. Pension-Related Deduction**

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: [http://www.per.gov.ie/pensions](http://www.per.gov.ie/pensions)

**Sick leave**

Following appointment there will be no access to paid sick leave for the first three months of the probationary period.

Full pay during properly certified sick absence, provided that there is no evidence of permanent disability for service, may be allowed up to a maximum 92 days in one year and at half pay thereafter, subject to a maximum of 183 days sick leave in any period of four years or less.

The appointee will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the National Museum of Ireland and payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.
Official secrecy and integrity
The appointee will adhere to NMI’s Code of Conduct and its subsequent amendments.

The provision of the Ethics in Public Office Act 1995 will apply to this appointment.

The appointee will be subject to the provisions of the Freedom of Information Act, 2014. The appointee will agree not to disclose to third parties any confidential information in connection with the performance of duties, or relating to NMI, especially that with commercial potential, either during or subsequent to the period of employment, without the written consent of the Director.

The appointee will agree not to publish material related to official duties without prior approval of the Director.

The provisions of NMI disciplinary, grievance and other employment policies and procedures will apply to the appointee.

Political activity
During the term of employment, the appointee will be subject to the rules governing civil servants and politics.

Wearing of Uniform
The appointee will be required to wear an official uniform which will be provided.

Further details
Detailed provisions regarding various other terms and conditions, such as categories of leave (including maternity, adoptive and health & safety leave), some or all of which may be relevant to the appointee, are set out in circulars available on http://hr.per.gov.ie/