

**museum**

National Museum of Ireland

*Ard-Mhúsaem na hÉireann*

**Conservation Collections Assistant –  
Capital Projects, Natural History  
(Executive Officer Level)**

National Museum of Ireland

**INFORMATION BOOKLET**

# National Museum of Ireland

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The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of **Conservation Collections Assistant – Capital Projects, Natural History (Executive Officer)** in the National Museum of Ireland. This is a full-time, two years, fixed-term contract position and will be filled by open competitive interviews.

## **Job Title**

Conservation Collections Assistant – Capital Projects, Natural History (Executive Officer)

## **Location**

**Located jointly in the Natural History Museum on Merrion Street, the National Museum of Ireland (NMI) Beggars Bush facility off Haddington Road and the Collection Resource Centre in Swords Co. Dublin**

**The candidate will be a staff member of the Conservation Department, whose Headquarters are located in the Conservation Dept., Collins Barracks,**

However, the successful candidate will be required to work across a number of museum sites. They will be based at the Natural History Museum on Merrion Street, and/or at the Collection Resource Centre in Swords Co. Dublin but the role will also require them to work at the Beggars Bush facility off Haddington Road, and any other site as may be designated from time to time by the Director. As the project progresses, the primary location may be changed to an alternative Dublin site.

## **Reporting to**

The post-holder will report to the Head of Conservation and the Capital Projects Conservation Manager.

## **Background and Strategic Context:**

The National Museum of Ireland (NMI) was established following the Dublin Science and Art Museum Act of 1877.

The NMI currently comprises 8 sites housing collections across four curatorial areas: The museum of Decorative Arts and History, Collins Barracks; The Natural History Museum, Merrion Square, The Museum of Archaeology, Kildare Street and the Museum of Country Life, Co Mayo as well as storage facilities in Dublin and the Collection Resource Centre, Co. Dublin with further stores in Co. Roscommon and Offaly.

The NMI is engaging in an ambitious programme of Capital Projects which necessitate major building renovation and new build construction works, building decants and collections moves, extensive and comprehensive conservation works together with exhibition development.

## **Current Capital Projects:**

- Development of the 20<sup>th</sup>-Century Changing Ireland Galleries, Collins Barracks (Due for delivery autumn 2024)
- Redevelopment of the Natural History Museum., Merrion St (Due to commence in 2024)

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- Planning and development of new permanent Storage Collections Resource Centre (Scoping and planning phase is critical in 2024)
- Interim development and development planning for the Museum of Archaeology, Kildare Street, together with the development of St. Gallen's exhibition (Critical elements of which need to be progressed in 2024).
- Development of a new exhibition gallery for boat collections, Museum of Country Life, Turlough Park, Co. Mayo. (Project scoping and planning is underway and is to be addressed fully in 2024).

Each of the above programmes of works rely on major decant projects and collections moves.

## **Job Purpose**

The Redevelopment of the Natural History Museum, Merrion Street will be the priority project for the period of this fixed term contract.

## **Natural History Museum:**

The NMI are embarking on an ambitious programme of redevelopment of the Natural History (NH) museum, a significant 1856 building on Merrion Street. **This project aims to refurbish and improve both the historic fabric of the museum building together with its listed internal furnishings and display cases in order to address the conservation and care needs of the collections.**

**Over 1 million objects have been decanted since 2017, and several thousand remaining objects** are to be moved in a final major decant phase to our Collections Resource Centre at Swords, Co. Dublin. The historic museum will be conserved and upgraded to higher standards of collections care before the collections are returned for re-display.

The post holder will play an important role in relation to this major capital project, working on behalf of the Conservation Department and alongside the wider project team of NMI staff and contractors to support the management of collections care and conservation through all phases of the project. The post holder will be responsible for management of the physical protection and safeguarding of objects moving as part of the decant of Merrion Street, they will work closely with and be guided by the Project Preventive Conservator and/or all other Conservators and will form an integral part of the NH project team.

## **Duties and Responsibilities**

- To assist the Head of Conservation and Conservation team in the management of the technical work of the Conservation Department with special reference to the NMI's Capital Projects Programme - NH Project.
- To work closely with and under the supervision of designated Conservation colleagues.
- To prepare and pack objects for movement and transit and to provide physical protection for collections through all stages and phases of the project.

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- To handle, protect and move a wide range of collections and collections related materials within and across all NMI sites and storage facilities and where appropriate to external venues.
- To support continuous improvement in the standard of care for NMI collections.
- To provide physical protection for objects including crating, attachment of mounts, supports, fixings and adjustment of frames.
- To carry out risk assessments and produce method statements (RAMS) as required for the handling and movement of objects.
- To undertake the design and production of suitable supports for collections, whether in transit, in storage or on display.
- To identify, help source and manage the supplies required for crate, stillage, and other construction.
- To undertake practical work within your specialist area including preparation of support and packing material, fixing, supporting, and immobilising objects, and ensuring collections are protected and safeguarded for transport, storage, and display.
- To work with Conservator colleagues to assess, photograph, condition check and carry out first level cleaning of collections and specimens as appropriate.
- To ensure the safety and security of objects and specimens at all times through adherence to relevant NMI policies, collection care procedures, good practice guidelines and workflows
- To assist with the opening, closing, and moving of display cases (at Merrion St and other sites).
- To assist in the freezing, loading, and unloading of freezers, with the housing and shelving of the collections and specimens as required (location mainly at the CRC).
- To undertake courier duties for the movement of objects and to maintain the objects in a safe and secure manner throughout.
- To operate equipment employed in the fabrication of packing supports, stillage or crate construction as necessary, appropriate to your experience and ensure H&S and other compliance.
- Maintain appropriate paperwork and digital photographs to record work processes and to document bespoke mount or packing systems.
- To operate vehicles and equipment required for object movement (reach truck, forklift truck, scissor hoist, pallet truck, pallet stacker, goods vehicles).
- To be fully competent in the maintenance of equipment used in the execution of duties and provide support for the safe operation of same.
- To work with colleagues to ensure all appropriate protocols are followed as regards labelling and location control across multiple sites where collections are held.
- To assist with the Registration Dept. object tracking procedures and to records lost, stolen or damaged items in accordance with NMI procedures.
- To be responsible for, and undertake, personal development and training as necessary, ensuring the maintenance of requisite skills and certification relevant to the post.

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- To be flexible to include the occasional requirement to work outside of normal museum working-hours and undertake courier trips involving overnight absences as required.
- To assist with the delivery and supervision of collection moves and transports with NMI and third-party teams. To be available at the point of departure and or receipt of collections as required by your supervisor.
- To assist with the storage management of collections
- To facilitate access and retrieve decant collections for the Capital Projects Team and NMI colleagues.
- To undertake installation of collections and collections related material within galleries and exhibition spaces.
- To contribute to cleaning and maintenance programmes of exhibition and storage spaces as directed by Conservation colleagues and to assist with routine tasks in relation to the care and preventive conservation of collections.
- To ensure compliance with all relevant health and safety and security procedures.
- To perform any other relevant duties appropriate to the post.

## **Personal Specification**

### **Principal Qualifications Required:**

- Primary degree in a relevant discipline (visual arts/art installation, fabrication or construction studies; collections related subject) and at least 2 years' experience in a role similar to that being advertised.

### **Or**

- Formal training or apprenticeship to NFQ level 4 (Leaving Certificate applied); 5 (leaving Certificate) NFQ Level 6 (advanced /Higher certificate) in an area that demonstrates a comprehensive range of practical skills and/ or manual handling skills. (Maths and English are essential) in one of the following specialist areas: carpentry, joinery, cabinet maker, metal fabrication, mechanic, shopfitter, kitchen fitter, piano/house moving; store manager, mount maker, similar practical training.

### **and**

- Previous experience (1 year Plus) of using a range of tools and equipment relevant to the movement and installation of a wide variety of objects.

### **Or**

- 3 years plus practical experience in a conservation technician/object handling role within the museum/heritage sector.

## **Essential Requirements**

The successful candidate will have:

- The principal qualifications and experience as outlined above.
- Excellent visual acuity (with the aid of corrective lenses if necessary).

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- Excellent technical skills and knowledge in one specialist area relevant to practical work with the collections and basic skills and knowledge in other relevant areas.
- Evidence of excellent manual skills and practical ability in producing work to the highest standards
- An appreciation of collections care and object security requirements in relation to handling, packing, movement and display of museum objects and materials.
- An awareness of health and safety principles and practices for manual handling, use of tools and equipment and appropriate PPE.
- Good interpersonal skills and an ability to communicate effectively, both verbally and in writing with a wide range of people
- Ideally hold a full driving license in order to drive Museum vehicles (C/C1 license required) where appropriate.
- Demonstrate flexibility and adaptability in your working patterns, practices, and site locations to meet the requirements of a dynamic work environment.
- Be willing to work with dead natural history specimens, including taxidermy birds and mammals, dried insects and spiders, skeletons (including humans), and fluid preserved specimens.
- Proven organisational skills and an ability to plan and prioritise effectively.
- Demonstrate ability to work to deadlines and maintain focus under pressure.
- Demonstrate ability to drive projects, work effectively within a team but also to self-motivate and to learn quickly.
- Good judgement and decision-making abilities.

## **Desirable Requirements:**

**Please note that in the event of a large number of applications, that the desirable criteria will be used as part of the shortlisting process.**

- Manual Handling qualification desirable and Manual handling training will be Provided.
- Experience of managing teams and / or project delivery.
- Experience using collections databases and a willingness to be further trained in this area.
- Experience of object /art handling, care of collections in a museum or similar institution.
- Evidence of practical joinery skills which would enable the individual to carry out work including crating, installation of museum objects and art works, designing and making fitments, attachment of mounts and fixings and adjustment of mounts and frames to the highest standards.
- Experience of using manual handling and lifting equipment (e.g. use of pallet trucks)
- A full HGV driving licence (CE licence).
- Up to date Safe Pass training; Manual handling training; or other equipment certifications etc.

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- Demonstrable track record of learning and self-development and a willingness to broaden knowledge and learn new skills.
- A positive approach to working in the National Museum and an interest and enthusiasm to contribute to raising awareness about the activities of the Conservation Department.

## **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 shortlisting 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.

The National Museum of Ireland does not reimburse the cost of travel to interview.

## **Citizenship Requirements**

Eligible Candidates must be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- (b) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (c) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa: or
- (d) A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa: or
- (e) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer.

***Note in respect of UK citizens:*** The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria. Further information regarding the Common Travel Area is available [here](#).

## **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

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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. 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.



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## **APPLICATION INSTRUCTIONS**

Applications are submitted on the vacancies section of the **National Museum of Ireland website**: <https://www.museum.ie/en-IE/About/Careers/Vacancies>

Applicants must submit the completed application form (Appendix 4), an up-to-date CV, and a cover letter. **We request that all three documents be combined and submitted in one single PDF.**

The application form must be completed in full and submitted in typescript. Handwritten applications and applications in the incorrect format type will not be accepted. Failure to do so will render the application incomplete, and the application will not be considered.

To commence the application process, visit our [Vacancies](#) page.

### **Steps to apply:**

- Go to the Vacancies page and select the position you wish to apply for.
- Read the Information Booklet for full details of the position.
- The documents required for your application appear on this page as links.
- Click each document, which will open in a new window. Download/Save each document to your computer/device.
- Complete the documents required and combine them into **one single PDF** along with your CV and cover letter.
- When this is complete, return to the NMI website to finish the application process.
- Again, from the [Vacancies](#) page, find the position you wish to apply for.
- Click the **Apply Now** button.
- Complete the Form.
- Upload your single combined PDF.
- Complete the Captcha check and then click **Submit Your Application**.

Please provide a **valid, monitored email address**. The email address will be used to acknowledge receipt of the application and as the main form of contact to liaise with applicants.

**Closing Date for Applications**  
**Applications must be received no later than 17:00**  
**On Friday, 19<sup>th</sup> April 2024**

**Please note that late applications will not be accepted.** The date and time will be strictly adhered to, and therefore, the onus is on the applicant to ensure that the application is received before the deadline. **Canvassing will disqualify.**

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## Executive Officer Level

### Principal conditions of service

#### Pay:

The salary scale for this position is as follows Executive Officer Grade Level PPC Scale (Building Momentum Extn. 1st October 2023 – Greater of 1.5% or €750):

€34,562	€36,464	€37,538	€39,634	€41,513	€43,330	€45,141
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
€46,914	€48,705	€50,446	€52,264	€53,482	€55,219	€56,969
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
				<b>NMAX</b>	<b>LSI1*</b>	<b>LSI2**</b>

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

\* After 3 years satisfactory service at the maximum

\*\*After 6 years satisfactory service at the maximum

#### **Starting Salary**

Entry will be at the minimum of the scale - **€34,562** per annum, the 1<sup>st</sup> point on the Executive Officer Grade Level PPC Scale (Building Momentum Extn. 1st October 2023 – Greater of 1.5% or €750). The rate of remuneration may be adjusted from time to time in line with Government pay policy.

#### **Tenure**

The appointment will be in a probationary capacity for a period of twelve months. Subject to successful completion of the probation period, a fixed term contract for a further twelve months will be offered. 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.

#### **Annual leave**

Annual leave will be **23** working days a year. This leave is on the basis of a Five-day week and is exclusive of the usual public holidays.

#### **Hours of Attendance**

Hours of attendance will be fixed from time to time in line with central agreements but will amount to not less than 43.25 gross hours per week (35 net hours per week). Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the civil service overtime regulations. Flexible working hours are available in line with the National Museum of Ireland's policy on flexible working hours.

You will agree to co-operate in assisting NMI to maintain accurate records of your working hours for the purpose of *Section 25 of the Organisation of Working Time Act, 1997*.

#### **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 full time and you will not be connected with any outside business, which would interfere with the performance of official duties. You agree

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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 service. The appointee will be subject to the National Museum's policies in respect of Code of Standards and Behaviour.

## **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the National Museum of Ireland at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Key provisions attaching to membership of the Single Scheme are as follows:

### **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**

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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 pension scheme for non-established civil servants ("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>

## **Sick leave**

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

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for social insurance benefit to the Department of Social Protection within the required time limits.

## **Official secrecy and integrity**

The appointee will be subject to the provisions of the Official Secrets Act 1963, as amended by the Freedom of Information Act 1997. The appointee will agree not to disclose to third parties any confidential information especially that with commercial potential either during, or subsequent to, the period of employment.

## **Prior approval of publications**

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

## **Political activity**

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

## **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 [www.personnelcode.gov.ie](http://www.personnelcode.gov.ie).

This is intended only as a guide. Full terms and conditions will be issued as part of the contract of employment.