



The National Library of Ireland is an Equal Opportunities Employer

Candidates' Information Booklet

Open competition for appointment to the position of

HEAD OF EXHIBITIONS, LEARNING AND PROGRAMMING

at the

National Library of Ireland

Closing Date: 3:00pm, 19 July 2023

The National Library of Ireland is committed to a policy of equal opportunity

Contact: HR Unit

NATIONAL LIBRARY OF IRELAND

4 KILDARE STREET,

DUBLIN 2.

Telephone: (353) 1 6030200 - URL: www.nli.ie/vacancies

HEAD OF EXHIBITIONS, LEARNING AND PROGRAMMING in the NATIONAL LIBRARY OF IRELAND

BACKGROUND

The National Library of Ireland (NLI) is the library of record for Ireland. Established in 1877, the NLI became an autonomous cultural institution on 3rd May 2005 under the National Cultural Institutions Act, 1995, with a Board and a Director who operate under the Board's overall governance. The Board, made up of a chairperson and 11 ordinary members, reports to the Minister for Tourism, Culture, Arts, Gaeltacht, Sport & Media. The Library employs some 110 staff who work to deliver five priorities under our current strategy, which runs from 2022-2026 - to collect, protect, reveal, engage, and innovate.

The NLI shares the story of Ireland with the world through our unique collections. We care for more than ten million items, including books, manuscripts, newspapers, photographs, prints, maps, drawings, ephemera, music and digital media. The Library's sites in Dublin, including the National Photographic Archive in Temple Bar and the Bank of Ireland Cultural & Heritage Centre on College Green, are open, free of charge, to all those who wish to consult and explore the collections - through reading rooms which are visitor attractions in their own right, rich and varied exhibitions, and an active public programme. Further information is available at www.nli.ie.

The Head of Exhibitions, Learning and Programming (ELP) will lead the team with responsibility for exhibitions, learning, and public programmes across 4 sites in 3 locations. This team currently comprises 14 staff (12.3 FTE). The team works to reveal and interpret the physical and virtual collections for and with audiences; to build relationships; and to engage closely with a very wide range of partners and stakeholders to meet the objectives identified in the NLI's Strategy.

THE ROLE

Reporting to the Director of the National Library of Ireland, the Head of Exhibitions, Learning and Programming will be a member of the NLI's senior management team. The successful candidate will demonstrate a strong track record and expertise in delivering exhibitions, learning activities and public programmes.

This post is critical for the NLI's successful public engagement, and includes responsibility for a very busy portfolio of activity across the NLI's multiple sites.

Duties will include the following key objectives / responsibilities:

- Leading and working with the team who manage and develop the NLI's learning and public programming so as to consolidate existing audiences, identify new

opportunities for engagement around Ireland, internationally and online, and ensure a focus on under-represented audiences;

- Supporting the NLI's extensive ongoing work with learners and researchers of all ages, identifying new opportunities as they arise, and identifying and supporting large scale engagement projects;
- Working with the team to plan and deliver an exciting and attractive programme of visual exhibitions and associated programming highlighting the NLI's collections, including those at the National Photographic Archive (NPA) in Meeting House Square, Temple Bar;
- Acting as primary NLI contact for the Museum of Literature Ireland (MoLI), an NLI partnership project with University College Dublin (UCD) at Newman House;
- Working with the Exhibition Manager, and partners including Bank of Ireland and the Department of Tourism, Culture, Arts, Gaeltacht, Sport & Media to enhance the existing NLI exhibition *Seamus Heaney: Listen Now Again* at the Bank of Ireland Cultural and Heritage Centre, College Green as part of the NLI's overall offering, and to plan for a permanent home for the exhibition at the NLI campus (upon completion of the major West Wing development works on the NLI Kildare Street campus) ;
- Working with the ELP team to shape the exhibitions and associated public programmes at the main NLI campus on Kildare Street as an exciting building programme transforms collection storage and public space. This will include creating a dynamic programme of temporary exhibitions (both physical and digital) as part of our West Wing development (due to open in 2027), alongside reimagining the NLI's permanent Yeats exhibition also in the future redesigned West Wing, integrating additional world-class Yeats material acquired over the past 15 years;
- Designing and leading an ongoing programme of evaluation of engagement activities, to inform the development of the NLI's ELP department across all its work;
- Developing and line-managing the NLI's ELP team through mentoring and providing opportunities for autonomy, creativity, initiative and self-development within a team structure;
- Contributing to the successful delivery of the NLI's major building programme via leading on the exhibition development and interpretation contained within;

- Developing, reviewing and taking a lead role in the implementation of ELP policies and planning at NLI.
- Preparing annual budgetary estimates and business plans for the ELP department.
- Managing and being accountable for the ELP department's annual business plan and associated budget, including the fit-out of exhibition and learning resource space in the future West Wing development.
- Working in collaboration with the Head of Communications & Development to lead on marketing strategies and promotional literature for NLI's ELP service.
- Developing and advising on new approaches, including the use of new media and technology, to engage audiences and interpret exhibitions.
- Procuring and managing contracts as required for NLI ELP projects.
- Managing and being accountable for the risks identified in NLI's Risk Register as appropriate to the position.
- Contributing to the strategic leadership of the organisation as a member of the Library's leadership team, and carrying out any other duties as may be assigned by the Director.

The above is a general guide to the role and is not an exhaustive description of duties which are associated with the role or tasks which may be assigned to the role of Head of Exhibitions, Learning and Programming in the NLI.

PERSONAL SPECIFICATION

Essential Requirements

- A primary degree in a relevant area;
- A qualification in libraries, archives, museum studies or experience acceptable as equivalent;
- 5 years' successful management experience;
- Experience in leading exhibitions, learning and programming for significant visitor numbers;
- Understanding and knowledge of the remit, mission and strategy of the National Library of Ireland;

- Excellent knowledge of Irish culture and heritage;
- Excellent communication skills;
- Proven track record of building collegial and productive working relationships;
- Proven leadership skills with a strong solutions orientation;
- A track record of delivering successful large scale projects;
- Proven ability to identify and manage opportunities, with demonstrable ability to generate and deliver on creative ideas;
- Excellent research and analytical skills, and the ability to make critical judgments.

ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY

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.

Note in respect of UK citizens: 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 that 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 moneys. 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 and/or the collective agreement outlined above. 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.

PRINCIPAL CONDITIONS OF SERVICE

PAY: The salary scale applicable to the role (rates effective from 01 March 2023) for the position is as follows:

Personal Pension Contribution (PPC)

The PPC pay scale will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. It will also apply to new permanent employees and fixed term un-established employees.

€78,656.00 €81,125.00 €83,602.00 €86,071.00 €88,539.00 €91,476.00 €94,818.00 €98,163.00
LSI 1 LSI 2

**LSI 1 is Long service Increment after 3 years on Max of scale.*

**LSI 2 is Long service increment after 6 years on Max of scale.*

Non-Personal Pension Contribution (Non-PPC)

The Non-PPC (Personal Pension Contribution) salary for the position (with effect from 01 October, 2018) is as follows and applies where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

€74,772.00 €77,067.00 €79,420.00 €81,771.00 €84,111.00 €86,900.00 €90,079.00 €93,257.00
LSI 1 LSI 2

**LSI 1 is Long service Increment after 3 years on Max of scale.*

**LSI 2 is Long service increment after 6 years on Max of scale.*

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Subject to satisfactory performance increments may be payable in line with current Government Policy. (See Public Service Stability Agreement 2018-2020 paragraph 5.1 for recent changes).

Different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.

The rate of pay offered will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply an IBAN and IBIC number to the HR Unit.

Statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

Tenure

The appointment is to an established post in the National Library of Ireland on successful completion of a probationary contract for a period of one year from the date of appointment.

This does not preclude an extension to the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant manager(s) to determine whether the appointee:

- (i) has performed in a satisfactory manner
- (ii) has been satisfactory in general conduct
- (iii) is suitable from the point of view of health with particular regard to sick leave.

Outside Employment

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Location

The successful candidate will initially be based at The National Library of Ireland premises in Kildare Street, Dublin 2, but can be based at any of the NLI premises in Dublin.

Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount to not less than 41.25 gross hours per week (35 net hours per week). No additional payment will be made for extra attendance (over and above 43.25 hours per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance will be 30 working days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five day week and is exclusive of the usual public holidays.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars for the public service.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the National Library of Ireland. 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.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the National Library 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**

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 persons 60th birthday, whichever is the later, but on resumption, the pension will be based on the persons 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: <https://singlepensionscheme.gov.ie>.

Secrecy, Confidentiality and Standards of Behaviour:

Official Secrecy and Integrity

During the term of the contract an appointee will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The appointee will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

Character

A candidate for and any person holding the office must be of good character.

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Important notice:

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.

COMPETITION PROCESS

How to Apply

Applicants should submit a copy of their current Curriculum Vitae with a letter of interest and the names and contact details of two referees. These should be submitted by e-mail to: careers@nli.ie

Please note that all application documentation should be submitted in a single PDF document.

Applicants will be short-listed on the basis of the information contained in their curriculum vitae.

The NLI reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post to them.

It is the responsibility of applicants to be available for interview on the allotted time and date.

Closing date

The closing date for receipt of applications is 3:00pm, 19 July 2023. **This closing date will be strictly adhered to.**

Canvassing will disqualify.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- competitive interview(s)
- presentation or other exercises that may be deemed appropriate

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, the NLI may decide that a number only will be called to interview. In this respect, the NLI provides for the employment of a shortlisting process to select a group for interview who, based on an examination of the curricula vitae, appear to be most suitable for the position. An expert board will examine the curricula vitae against pre-determined criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather than 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 in your application.

Deeming of candidature to be withdrawn

Candidates who do not, when requested, furnish such evidence as the National Library of Ireland requires in regard to any matter relevant to their candidature will have no further claim to consideration.

Review Procedures in relation to the Selection Process

Requests for a review are dealt with in accordance with the "*Code of Practice: Appointment to Positions in the Civil Service and Public Service*" published by the Commission for Public Service Appointments - the Code can be accessed at www.cpsa.ie .

The National Library of Ireland will consider requests (addressed to the HR Unit) for review as follows:-

- informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage (Section 7.9 of Code).
- Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code).

- The candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this affect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedures in relation to allegations of a breach of the Code of Practice.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- interfere with or compromise the process in any way.

Specific candidate criteria

Candidates must:

- 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; and if successful, they 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.

Appendix 1

ASSISTANT PRINCIPAL LEVEL
Leadership
<ul style="list-style-type: none"> • Actively contributes to the development of the strategies and policies of the Department • Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise • Leads and maximises the contribution of the team as a whole • Clearly defines objectives and goals and delegates effectively, encouraging ownership and responsibility for tasks • Develops the capability of others through feedback, coaching and creating opportunities for skills development • Identifies and takes opportunities to exploit new and innovative service delivery channels
Analysis & Decision Making
<ul style="list-style-type: none"> • Researches issues thoroughly, consulting appropriately to gather all information needed on an issue • Understands complex issues quickly, accurately absorbing and evaluating data • Integrates diverse strands of information, identifying inter-relationships and linkages • Makes clear, timely and well-grounded decisions on important issues • Considers the wider implications of decisions on a range of stakeholders • Takes a firm position on issues s/he considers important
Management & Delivery of Results
<ul style="list-style-type: none"> • Takes responsibility for challenging tasks and delivers on time and to a high standard • Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances • Ensures quality and efficient customer service is central to the work of the division • Looks critically at issues to see how things can be done better • Ensures controls and performance measures are in place to deliver efficient and high value services • Effectively manages multiple projects
Interpersonal & Communication Skills
<ul style="list-style-type: none"> • Presents information in a confident, logical and convincing manner • Encourages open and constructive discussions around work issues • Promotes teamwork within the section, but also works effectively on projects across Departments and Sectors • Maintains poise and control when working to influence others • Instills a strong focus on Customer Service in his/her area • Develops and maintains a network of contacts to facilitate problem solving or information sharing • Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system
Drive and Commitment
<ul style="list-style-type: none"> • Is self-motivated and shows a desire to continuously perform at a high level • Is personally honest and trustworthy and can be relied upon • Ensures the citizen is at the heart of all services provided • Through leading by example, fosters the highest standards of ethics and integrity

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department
- Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role