



Job Specification

Archivist

The Archivist will engage in professional archival work of appraisal, accessioning, description, preservation and storage management, researcher management and outreach. They will manage the property deeds for the land and property owned by CIÉ Group nationwide.

Responsibilities and Duties

- Cataloguing and preserving archival collections as directed by the Group Archivist
- Initiating, implementing and managing projects, either working alone, with the Group Archivist, or with contract staff
- Surveying, appraisal, disposal and accessioning of records
- Dealing with internal and external queries
- Providing access to archives for internal and external researchers
- Assisting in the management of the archival storage facilities, including reshelfing, environmental monitoring, and liaising with facilities staff
- Assisting with procurement for archives projects
- Outreach activities and the establishment and management of a social media presence for CIÉ Group Archives
- Liaising with CIÉ Group Solicitors and Group Property Departments in the management, retrieval and scanning of CIÉ property deeds
- Putting in place a project to effectively catalogue and rehouse the CIÉ property deed collection.

Work Relationships

- Reports to the Group Archivist
- Colleagues in the Group Secretary's Department
- Staff in CIÉ and the Operating Companies
- Colleagues in CIÉ with responsibility for records
- CIÉ property deeds stakeholders (particularly Group Property and Group Solicitors)
- Service providers (e.g. conservators, digitisation companies)

Competencies

- Professional archival knowledge and expertise
- Demonstrates management and delivery of results, taking ownership of projects, processes and outcomes
- Demonstrates initiative
- Demonstrates flexibility and openness to change
- Demonstrates judgement, analysis and decision-making



- Demonstrates commitment to continuous professional development
- Demonstrates interpersonal and communications skills

Qualification and experience

At the time of application, applicants should:

- hold a recognised archival management qualification accredited by the Archives and Records Association (UK & Ireland) or equivalent professional body in jurisdiction outside Ireland or the UK
- have a minimum of 4 years post-qualification experience working as an archivist.
- have demonstrable experience of initiating and managing projects, such as cataloguing, preservation/storage, digitisation, data management or other projects
- have experience of using a collections management system and dealing with collections data
- have experience in working with archives in a variety of formats, preferably including 19th-20th century bound volumes, 20th century files, legal records and property deeds, photographic material or plans/drawings
- have developed expertise in archival description data standards, and be familiar with cultural cataloguing standards
- demonstrate a good understanding of preservation and storage requirements for archives of different formats
- preferably, have experience of archival surveying, appraisal and acquisition
- preferably, have experience of managing contractors or other staff
- preferably, have some experience in administration and procurement
- preferably, have experience of managing relationships with internal and external stakeholders
- preferably, have experience of dealing with researchers and working in a reading room environment; and
- preferably, have experience in outreach and public engagement.

To Apply

If you are interested in the role, please email a CV and supporting letter to:
recruitment@cie.ie

Closing date for applications is Friday 24th October 2025

CIE is an equal opportunities employer, celebrating diversity and championing inclusivity.

If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We encourage all interested parties to apply.