



Senior Archivist – Group Secretary's Department

CIÉ's core archive collection dating back to the 1830s is substantial and provides a unique insight into the economic development of Ireland, as well as development of transport infrastructures across the State. In order to do it justice and to preserve its integrity and security we intend to appoint a Senior Archivist.

Córas Iompair Éireann

The Córas Iompair Éireann ("CIÉ") Group is one of the State's largest organisations, forming an integral and vital part of the country's social and economic infrastructure. The Group is engaged in a wide range of transportation activities including railway passenger and freight services, rural, provincial and city bus services, and the operation of one of the State's most important ferry ports. The organisation has also successfully branched into other activities such as tours, consulting, property management and advertising. CIÉ is a statutory body set up under the Transport Act 1950. The Board comprised of a Chair and seven other non-executive members are appointed by the Government and four worker members are appointed by the Minister for Transport.

The goal of the Group is to deliver attractive public transport services, which supports the continued growth of the Irish economy and social cohesion. The Group has the unique capacity to manage cost-effective delivery of high-quality public transport solutions across Ireland. The Group works in collaboration with its shareholder, the Minister of Transport and with the regulator and primary funder of public transport in Ireland, the National Transport Authority (the "NTA").

Strategic co-ordination is provided by the CIÉ holding company (the "CIÉ Holding Company") whilst each subsidiary and business unit has a high degree of operating autonomy.

CIÉ's subsidiaries are:

- Bus Átha Cliath
- Bus Éireann
- Iarnród Éireann

The CIÉ Holding Company is directly responsible for:

- CIÉ Tours International
- Commuter Advertising Network
- Group HR, Including Group Pensions
- CIÉ Group Property
- Group Risk
- Group Finance
- Group Information Technology & Telecoms
- Group Legal Service

- Group Internal Audit
- Group Sustainability
- Group Secretary

CIÉ Group Secretary's Department

The Group Secretary is Secretary to the Board of Córas Iompair Éireann. The function involves collating papers for Board meetings, attending and taking Minutes of those meetings and noting the decisions and resolutions passed by the Boards. The Group Secretary also liaises with the Chairmen and the Company Secretaries of the other subsidiary companies on company law and governance matters.

The Department's other main functions include:

- Processing legal documents through the Boards,
- Providing support services to CIÉ Board Members,
- CIÉ Data Protection Office - ensuring CIÉ is compliant with Data Protection legislation, handling requests for access to personal data and overseeing the reporting of Data Protection related activities to the CIÉ Board Audit and Risk Committee,
- Archiving of company secretarial and statutory records eg: title deeds and old Minute Books,
- Worker Director Elections and
- Maintenance of the Heuston Station HQ Building.

Overview of the Role

This position will provide the opportunity for the appointee to make a significant mark and contribution in saving, preserving, promoting and making accessible the CIÉ Group's valuable heritage to the public. The Senior Archivist will be well-positioned within the organisation to influence key stakeholders across the CIÉ Group of companies, and to lead any future heritage programmes and developments. The potential of the collection is great, and the role provides opportunities to drive the development of the archive and wider heritage opportunities.

CIÉ's Sustainability Strategy is designed to support the UN's Sustainability Development Goals (SDG's) (to which the CIÉ Group has signed up). Community Engagement and Heritage is included under the social pillar of sustainability. Investment in CIÉ's archives, including the appointment of a Senior Archivist and the development of a Heritage Plan, would contribute to the UN's SDG 11: Make cities and human settlements inclusive, safe, resilient and sustainable. Target 11.4 call for strengthening efforts to protect and safeguard the world's cultural and natural heritage.

CIÉ's offers a strong employee value proposition. We offer flexibility (including hybrid working and flexitime), sustainability and development opportunities.

The role requires an exceptional qualified professional with a diverse skillset, both archival and interpersonal with significant stakeholder management experience, including project management and people management.

Responsibilities and Duties

- Manage and develop the archival collections of the CIÉ Group,
- Identify, assess, catalogue and digitise material,
- Develop all archival policies adhering to international archival standards,
- Working with senior management, co-ordinate storage/accommodation, fire safety and security, and disaster preparedness policies for the archives,
- Negotiate a more formal relationship with the Irish Railway Record Society (IRRS),
- Develop outreach policies including implementing a digital archive and social media presence,
- Identify further opportunities to leverage the CIÉ Group's archives and heritage (including its built and industrial heritage),
- Develop a long-term Heritage Plan for the CIÉ Group with short, medium and long term goals,
- Explore the availability of heritage funding and the criteria necessary to qualify for such funding and to make applications for such funding if available,
- Contribute to communications, marketing campaigns and public outreach programmes.
- Feed into wider policy development around a range of issues across the CIÉ Group such as:
 - Support of CIÉ's Digital Journey Project and, in particular in determining what records have historical value (and should be digitised or not), and prioritising cataloguing and digitising projects,
 - Contribute to the development of a proper records management system and advise on records management policies and relevant IT systems,
 - The transformation to digital and the development of digital preservation policies,
 - The retention of personal data and GDPR compliance,
 - The development of a disaster plan and identification of vital records required for business continuity and
- Any other duties as may be assigned by the Group Secretary.

It would be an advantage for the candidate to have the following digital skills:

- Experience in digital preservation and an understanding of digital file formats, electronic records and digital persistence practice and theory,
- Experience in implementing archival software and systems,
- Knowledge of technical requirements for digital preservation including hardware, software, meta data and file formats and
- Excellent technical skills and familiarity with digital asset management systems.

Work relationships

- Reports to the Group Secretary
- Colleagues in the CIÉ Group Secretary's Office
- Senior management team (and their staff) in CIÉ
- Colleagues in the subsidiary companies
- Irish Railway Record Society

Essential qualifications and experience

- 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,
- Hold a minimum of 10 years' experience as an Archivist,
- Strong interpersonal, communications, networking and advocating skills,
- Experience in managing, cataloguing and digitising projects,
- Experience in people and project management,
- Experience and understanding of business archives,
- Knowledge of current information governance requirements and legislation, e.g. National Archives Acts, 1986 -2018; Data Protection Act 2018, Freedom of Information Act 2014, Copyright and Related Act 2000 etc.
- Experience in developing archival policies,
- Experience in developing public engagement programmes,
- Experience in implementing or working with archival software and systems,
- Demonstrated commitment to continued professional development and
- Member of Archives and Records Association Professional Body.

Competencies

- Interpersonal Skills
- Project Management
- Business Planning
- Budgetary Planning
- Administrative capability
- Excellent communication skills (oral and written)
- Manage tasks in an efficient and timely manner
- Manage a range of work projects at the same time
- Work on own initiative
- Work as part of a team
- Stakeholder management
- Influencing skills
- Negotiation skills
- Microsoft Suite