



Job Description

College / Management Unit:	College of Arts & Humanities
School / Unit / Institute:	School of Art History & Cultural Policy
Research Title:	Research Coordinator
Post Duration:	Temporary part time from 7/12/20 – 31/8/21 20 hours per week
Research Project:	Archiving the 8th: Academic, Archivist, Activist Network
Reports to / Principal Investigator:	Associate Professor Emily Mark-FitzGerald
Competition Ref. N^o	Rachel Kelly
HR Administrator	012807

Position Summary:

This role is a part-time Research Coordinator for a nine-month period (December 2020 – September 2021) to support, develop, and extend the activities of the Archiving the 8th Network, funded by the Wellcome Foundation. Under the supervision of project PI Associate Professor Emily Mark-FitzGerald, the Research Coordinator will consolidate and develop research resources, especially a new Archiving the 8th website, working primarily online and remotely. The candidate will also collaborate with allied research project *Digital Preservation of Reproductive Health Resources: Archiving the 8th* (TCD/DRI), attending relevant training sessions, group meetings, and workshops, to improve the website and disseminate key findings and project activities. This is a flexible position that can be adapted to the candidate's research/work schedule, and is ideally suited for an experienced researcher with an interest and/or experience in activism, women's rights and/or collections, archiving, and public history.

The purpose of the Archiving the 8th Network is to support and coordinate nationwide efforts to archive, collect, and research the 8th Amendment referendum and related outputs concerning women's reproductive health and rights. These include collections and research on political ephemera, organisational records, websites and digital material, photography, visual and material culture, and oral histories. This project is a non-partisan and voluntary network, and currently includes more than 50 nationwide academic, archivist, and academic members (including national and regional cultural institutions) led by a steering group.

Equality, Diversity and Inclusion:

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. To that end the university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult those policies here <https://www.ucd.ie/equality/>. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy.

Fixed salary: €50,029 per annum, pro rata

Principal Duties and Responsibilities:

- Co-manage the production, delivery and promotion of a new Archiving the 8th online resource
- Assist with collation of archiving e-guides from Network members, including overseeing their design, production, and dissemination
- Create an associated international researcher directory
- *Create an annotated research bibliography*

- Conduct research on cognate initiatives in rapid response collecting and archiving
- Assist in planning and producing an Archiving the 8th conference/seminar in Summer 2021
- Liaise with Archiving the 8th Network partners, including allied research project *Digital Preservation of Reproductive Health Resources: Archiving the 8th* (TCD) (also funded by the Wellcome Foundation)
- Provide general administrative support for the Archiving the 8th Network, including social media/PR activity

Selection Criteria:

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory:

- PhD degree minimum
- Academic or research experience in the area of women's reproductive health and rights; archiving and collections; public history; or a related field
- Strong project management skills, attention to detail, and ability to work independently
- Experience managing databases in MS Excel and strong editing/writing skills
- Excellent digital skills and ability to manage online projects, and/or web development experience
- Excellent interpersonal skills and ability to work collaboratively with a range of stakeholders, including academics, activists, and cultural institutions
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

Desirable:

- Some design experience (e.g. desktop publishing)
- Ambition for a future research career in a field connected to Archiving the 8th's remit
- Social media and PR skills and experience.

Further Information for Candidates:

Supplementary information:

The University:	http://www.ucd.ie/aboutucd.htm
UCD Strategy 2020-2024: Rising to the Future	https://strategy.ucd.ie/
The College/Management Unit:	https://www.ucd.ie/artshumanities/
The School/Programme Office/Unit:	https://www.ucd.ie/arhistory/

Relocation Expenses:

Will not apply

Will be applied in accordance with the UCD Relocation Policy <http://www.ucd.ie/hr/policies>

Garda Vetting required:

NO

YES – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the UCD Garda Vetting Policy - http://www.ucd.ie/hr/t4cms/Garda_Vetting_Policy.pdf

Informal Enquiries ONLY to:

Name:	Dr Emily Mark-FitzGerald
Title:	Associate Professor and Head of School, Art History and Cultural Policy
Email address:	Emily.mark@ucd.ie
Telephone:	0868526691

Particular to this position:

This position will assist in expanding and enhancing the research agenda of the Archiving the 8th Network. The key outcomes of the project and this Research Coordinator post are to share knowledge and improve researcher/archivist practices in the field of rapid response collecting in women's health and reproductive rights; enhance the research agenda of the Network through conferences, bibliographic development, and supporting future funding bids; and to create/disseminate outputs of value to external partners (eg the collecting/archiving guides to be made available to community groups; individuals; and small/independent archives). The successful candidate will work flexibly from home, pursuing an agreed set of project deadlines



Eligibility to compete and certain restrictions on eligibility

<p>Incentivised Scheme for Early Retirement (ISER):</p>	<p>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</p>
<p>Department of Health and Children Circular (7/2010):</p>	<p>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 complete in this competition.</p>
<p>Collective Agreement - Redundancy Payments to Public Servants:</p>	<p>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.</p>
<p>Declaration:</p>	<p>Applicants will be required to a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate’s right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. 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.</p>
<p>Superannuation and Retirement:</p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, 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”).</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p>

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 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 Servant - 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 UCD Pension 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>.