

Open position

Head of National Centre for Research and Remembrance

Assistant Principal Officer Level, Full Time, Three-Year Fixed Term Position

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**Dublin Sites; Collins Barracks, National Centre for Research and Remembrance,
Sean McDermott Street**

Closing Date for Application
Friday 3rd July 2026

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Applications must be received no later than 17:00. 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.

The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of **Head of National Centre for Research and Remembrance** based in the National Museum of Ireland, Collins Barracks and National Centre for Research and Remembrance. This is a full-time, three-year Fixed term contract. This position will be filled by open competitive interview.

Job Title

Head of National Centre for Research and Remembrance – National Museum of Ireland (Assistant Principal Officer)

Location

The successful candidate will be based in the National Museum of Ireland, Collins Barracks, Benburb Street, Dublin 7, as well as the National Centre for Research and Remembrance at Sean McDermott Street, or any other Museum site as may be designated from time to time by the Director.

Reporting to

The successful candidate will report to the Director of Collections and Access.

Responsibilities of the Post

Purpose:

The purpose of this role is to lead on all aspects of the development and delivery of the National Centre for Research and Remembrance on behalf of the National Museum of Ireland.

In March 2022, proposals for a National Centre for Research and Remembrance (NCRR), to be located on the site of the former Magdalene Laundry on Sean McDermott Street in Dublin 1, were approved by Government. This Centre is to act as a memorialisation for survivors of historic abuse, providing a space for reflection and remembrance for survivors and affected people of Mother and Baby Homes, Industrial Schools, Reformatories, Magdalene Laundries and related institutions. The Centre is part of a multi- Agency development and includes an archive facility (operated by National Archives of Ireland) and a museum and exhibition space, (operated by the National Museum of Ireland) as well as Education and Social housing provision.

The Head of National Centre for Research and Remembrance -National Museum of Ireland is responsible for working in partnership with the Office of Public Works and their appointed Integrated Design Team who are responsible for the Building project.

The role is responsible for leading the National Museum remit to deliver the museum and exhibition fit out elements as well as taking responsibility for the future operation of the new Museum site.

It is a core element of the role to ensure the development of all the necessary structures and governance arrangements to support the National Museum working in collaboration with survivors and affected people in exhibition content and layout considerations.

The post-holder, while being accountable for overall development and project delivery will work in unison with the management committee, senior leadership team, reporting to the Director of Collections and Access to ensure that this new Centre is integrated and aligned as appropriate to the National Museum's strategic vision and Business Plans.

Duties and Responsibilities

Overview:

- Lead, develop and deliver the NCRR project from initiation, through to final delivery / installation and post-completion evaluation of the individual elements.
- Be responsible for day-to-day line management of specific staff aligned to the NCRR project and develop proposals for establishment of a project management team.
- Liaise with the Head of HR to identify and procure expert support for the emotional impacts of work of this nature.
- Develop a system of regular communications within the National Museum including senior management team, management committee, department heads, and staff in divisions and corporate units to enable relevant input and contributions.
- Work in partnership with required external partners on the Sean McDermott St wider development and represent the National Museum interests at inter agency meetings/working groups.
- Liaise closely with the National Museum senior managers and corporate affairs/organizational governance functions ahead of stakeholder engagement with external government departments/office of public work etc.

Capital Development/Project Management

- Develop a proposed project timeline, with KPIs, for agreement with the Director.
- Oversee the planning process to ensure that the necessary input is obtained at the appropriate time from the Museum team, individuals and groups outside the core team.
- Ensure that the project is carried out within budget and to schedule set by the museum management.
- As the project manager act as budget-holder and collaborate with the National Museum Finance and Procurement to provide senior management with budget oversight on a monthly basis, or when requested.
- Identify, in collaboration with the National Museum Estates Department and the OPW, the long-term maintenance costs and requirements of the installed exhibition, completing proposed maintenance schedules for same.
- Ensure any anticipated or known budget overruns are reported in a timely manner, to the Director.
- Manage and maintain the project Risk Register, working closely with the National Museum Head of Corporate Affairs and reporting to Board.

- Ensure that the project team is cognizant of and compliant with all health and safety legal and regulatory obligations and that all health and safety matters are dealt with as a priority.
- Where necessary, assist with new business applications.
- Work collaboratively with the National Museum Senior Management team on the contract of all services needed to fill a space on the project team or augment the team.
- Develop, then manage all aspects of the procurement strategy for the project, including drafting of tender packages, in collaboration with the National Museum Finance and Procurement Team.
- Manage relationships between the National Museum and designers, other consultants, contractors and the client team involved with the project, including coordination of various and diverse work packages.
- Ensure that universal accessibility and sustainability is at the forefront of all associated projects, ensuring the National Museum meets the goals of the National Museum Climate Action Roadmap and the Government's Climate Action Mandate.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient service.

Creating the conditions for Innovation, Creativity, Research and New Practices in Museology

- Ensure necessary structures and supports for the National Museum creating the NCRR as a place of education, research, interaction and conservation in the service of society, for survivors of historic abuse, survivors and affected people of Mother and Baby Homes, Industrial Schools, Reformatories, Magdalene Laundries and related institutions.
- Create opportunities for diverse inputs from the full range of existing expertise, experience and interest within the National Museum.
- Identify and set-up collaborations with external experts within the island of Ireland and internationally.
- Participate in, and carry out research and studies in evolving models and practices
- Build an Action Learning methodology encompassing diverse communities of practice and on-going research and learning.

Exhibition Development and Operations Planning:

- Work with curatorial team, the panel of lived experience of survivors and affected people, to develop all exhibition design contracts required for staged exhibition delivery process, including audio visual needs, online and post-completion aspects.
- Work alongside the Director of Collections, project team and the Special Advocate, to ensure coordination of tasks and input from expert groups and survivor groups.
- Work with the National Museum Head of Estates to plan and scope all operational needs of the National Museum site at NCRR with specific reference to security, facilities and maintenance.

- Work with the National Museum Head of Digital and Information systems to scope and plan for installation of all ICT and AV related equipment and network solutions.
- Work collaboratively with other Museum supervisors, to agree the input and time of the National Museum staff needed to complete NCRR-related tasks.

Governance, Statutory Compliance and Systemic Workplace Resilience:

- To lead the design and implementation of trauma-informed organisational systems and processes that meet statutory, and ethical obligations to NMI staff and others involved the work of the National Centre for Research and Remembrance.
- Work as part of broader internal and external protect teams and working groups to provide support and strategic leadership in the design, governance, and delivery of psychosocially safe systems of work, focused on designing and delivering best practice interventions and integrating this with current governance, health and safety and staff welfare.
- In collaboration with NMI management, Human Resources and procured specialist expertise, be responsible for ensuring that the organisation meets its duty of care to employees exposed to occupational trauma, through the integration of evidence-based trauma practice, psychosocial risk management, organisational development principles, and relevant health and safety and employment legislation.
- Working in partnership with key internal and external stakeholders, the postholder is responsible for leading the development of preventative systemic approaches to workforce resilience that address organisational risk factors, work design, and trauma exposure in addition to individual-level interventions.
- Ensure that all aspects of project delivery are in line with requirements of the Government's Code of Practice for the Governance of State Bodies and maintain detailed records and reporting of same.
- Work closely with the National Museum Head of Marketing and Communications, the National Museum Public Affairs team and the Directors Office on all strategic communications related to the NCRR project.

Person Specification

Essential Requirements

The successful candidate must be able to demonstrate evidence of:

- A third-level qualification in a relevant discipline or subject **and** a minimum of five years satisfactory relevant leadership experience in project management.
- good working knowledge of PM software.
- proven management skills - including people management, interpersonal, communication, team-working and collaboration.

- Previous Experience of successful service delivery and achievement in a trauma impacted work environment(s).
- Knowledge of Health and Safety legislation as it pertains to psychosocial risk in the workplace.
- Demonstrate commitment to continuing professional development and ability to utilise supervision/specialist supports effectively.
- Demonstrate understanding of implementing practice change using highly collaborative and participative approaches.
- experience of financial management and devising/implementing business plans.
- Previous experience of working in partnership with multiple stakeholders and successfully representing organisational interests and objectives.
- Emotional intelligence and personal resilience on behalf of self and team members.
- experience with safety management principles, systems and standards.
- developing and implementing security policies and procedures.
- building relationships and problem solving.
- managing maintenance and capital work programmes.
- procurement and contract management, particularly in the public sector.
- ICT proficiency.
- comprehensive understanding of the interplay between Museum Collections and Operations departments.

Desirable Requirements (but not essential):

The successful candidate may demonstrate evidence of:

- Demonstrate depth and breadth of experience in the impacts of workplace trauma as it pertains to exposure in the populations covered by this scope of work.
- A good understanding of the purpose and goals of the NCRR and all relevant published reports.
- Organisational and analytical skills, with strong attention to detail. .
- A flexible, solutions-driven and a resilient approach.
- Experience of working in community and advocacy, museum, gallery, heritage or culture sectors.
- Experience in sustainability and climate action.
- Experience in handling museum objects.
- knowledge of museum collections management systems.

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 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.

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, 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 National Museum 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 3rd July 2026**

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.**

Assistant Principal Officer conditions of service

Pay:

The salary scale for this position is as follows Assistant Principal Officer PPC Scale (Public Service Agreement 2024-2026 (01 June 2026) – 1% Increase):

€83,113	€86,173	€89,277	€92,390	€95,499	€97,292	€100,427	€103,576
1	2	3	4	5	6 NMAX	7 LSI1*	8 LS12**

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 - **€83,113** per annum, the 1st point on the Assistant Principal PPC Scale (Public Service Agreement 2024-2026 (01 June 2026) – 1% Increase). 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 one year. Subject to successful completion of the probation period, a contract of two years duration 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 **30** 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). 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 the National Museum 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 whole-time, and you will not be connected with any outside business which would interfere with the performance of official duties. You 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.

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**
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 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.

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