



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Assistant Fire Officer

Information for Candidates

April 2024

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Fire Officer.

The Council proposes to form a Panel of qualified candidates for the post of Assistant Fire Officer, from which it will fill the vacancies that may arise during the lifetime of the panel.

2. Duties

The duties of the office are to give to Donegal County Council under the general direction and control of the Chief Fire Officer or such other officer as the Chief Fire Officer may from time to time determine, such appropriate professional, technical and ancillary services of an advisory, supervisory or executive nature as may be required in the exercise and performance of any of its, powers, functions and duties.

The holder of the office will, if required, act for an officer of a higher level.

The duties to be assigned may include the following although this list is not exhaustive and may be reviewed from time to time as organisational needs require:

1. Assess Applications for Fire Safety Certificates having regard to the Building Control Acts 1990 and 2007 and to the Building Control Regulations.
2. Carrying out of inspections and audits to assess fire safety in buildings and other structures pursuant to the Fire Services Acts, 1981 and 2003.
3. Inspection of licensed premises under Section 24 of the Fire Services Acts, 1981 and 2003 and attendance as Fire Authority representative in relevant Courts.
4. Assessment of applications for Dangerous Substance Licences with regard to the Dangerous Substance Act, 1972.
5. Ensure the operational readiness of the brigade by overseeing and managing Fire Brigades allocated by the Chief Fire Officer. Duties would include; Overseeing training at station level, station administration, equipment and training oversight, approval of reports and purchase of goods and services.
6. Such other duties as may be assigned by the Chief Fire Officer or by an Officer of Donegal Fire Service acting under the direction of the Chief Fire Officer.

3. Qualifications

(a) Character

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. The successful candidate should be required to pass the medical prescribed for entrant firefighters prior to appointment as this is a prerequisite for attending the courses referenced in Section (c).

New entrants to the fire service must be medically fit* to undertake operational training associated with fire services work.

*Meet the provisions of "Medical Standards for Recruit Retained Fire-fighters" published by the Local Government Management Agency

(c) Education, Experience

On the closing date of receipt of completed application forms, candidates must:

(a) Hold, in the National Framework of Qualifications:

(i) a degree at Level 8 in engineering, architecture, or other building construction related discipline,

OR

(ii) a professional qualification equivalent to one of the foregoing awarded by the relevant professional body

OR

(iii) a degree at Level 8 in a science or technology related discipline including, physics, chemistry, environmental or computer science, information communications technology; or a fire related discipline including fire safety, emergency management or emergency services,

OR

(iv) a degree at Level 8 together with a Level 9 qualification in a fire related discipline including fire safety, emergency management or emergency services.

AND

(b) Have at least two years satisfactory relevant experience

(c) In the case of a new entrant to the fire service, successfully complete basic fire-fighter training and Breathing Apparatus Initial Wearers Course before the expiry of the probationary period.

(d) Be competent to perform efficiently the duties of the office.

Desirable Requirements

It is desirable that candidates have at least two years satisfactory relevant experience in the following:

- Assessing applications for Fire Safety Certificates under the Building Control Acts 1990 and 2007 and the Building Control Regulations.

And in addition have satisfactory relevant experience in, or a working knowledge of one or more of the following:

- (a)** Carrying out inspections and audits to assess fire safety in buildings and other structures under the Fire Services Acts, 1981 and 2003.
- (b)** The inspection of licensed premises under Section 24 of the Fire Services Acts, 1981 and 2003 and attendance as a Fire Authority representative in relevant Courts.
- (c)** Assessing applications for Dangerous Substance Licences under the Dangerous Substance Act, 1972.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Assistant Fire Officer*.

(b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council.

(c) Remuneration

The current annual pay-scale is minimum €43,728 to max LSI2 €68,246. (as per circular EL 02/2023).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point on scale.

(d) Base

The base for the post shall be the Fire Service HQ, Letterkenny.

The role of Assistant Fire Officer may involve some travel; the associated costs will be covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The successful candidate's normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time. Due to the nature of the work, attendance will be required outside of normal working hours, including evenings and at weekends.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted **by email only** to vacancies@donegalcoco.ie and must be submitted in word or PDF format only.
- Applications must be received by the deadline specified on the form.

- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

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

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:

www.donegalcoco.ie