



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

**Assistant Chief Fire Officer**

**Information for Candidates**

**March 2021**

## **1. The Position**

The Assistant Chief Fire Officer works as part of a multi-disciplinary team within the Fire Services Directorate to deliver key local authority services.

The role requires a clear knowledge and understanding of local authority services and its key stakeholders and relationships, local government structures and its democratic role and mandate, current local government issues, future trends and strategic direction of the sector, management and implementation of change, and Public Works Contracts.

The Assistant Chief Fire Officer shall operate under the direction of and report to the Chief Fire Officer or his nominee and undertake the duties as assigned to them by the Chief Fire Officer or his nominee.

## **2. Role, Duties & Responsibilities**

A non exhaustive list of the Assistant Chief Fire officers responsibilities are set out below:

### **Fire Prevention**, including:

- processing of fire safety certification applications;
- Carrying of inspections under the Fire Services Acts, Building Control Act and other relevant legislation;
- Carrying out inspections under the Dangerous Substances Act, 1972.
- Represent the Fire Authority in dealing with applications before the Courts;
- Manage Community Fire Safety including the Primary Schools Programme;
- Give advice and talks on fire safety to all members of our community which maybe out of normal working hours.

### **Fire Service Operations**, including:

- Organising & attending training courses including on-station training;
- Station, fire service fleet, and equipment management;
- Management of fire stations & staff;
- Developing & updating pre-incident plans;
- Participation in the Senior Fire Officers Roster in accordance with the 1996 Rostering Agreement (or as amended).
- Attend incidents as a rostered senior fire officer, on-station training and exercises out of normal working hours;

**Major Emergency Management**, including:

- Management of Donegal County Councils Major Emergency Plan;
- Organising and participating in both local & regional MEM training and exercises.

**Health & Safety**, including:

- Managing & operating the safety management system;
- Carrying out risk assessments of equipment, training, training locations etc.

**Rostering Agreement**

The terms of the Senior Fire Officer Rostering Agreement 1996 (or as amended) will apply to this employment.

### **3. Qualifications & Requirement of the Post**

The Department of Housing, Local Government and Heritage has declared that the qualifications for Assistant Chief Fire Officer will be as set out below:

**(a) Character:**

Candidates must 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. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

**New entrants to the fire service must be medically fit\* to undertake and participate in operational duties including 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, training, experience, etc**

Each candidate must, on the latest date for receipt of completed application forms:

- (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.
- (b) Have a satisfactory knowledge of one or more of the following:
- principles and practices of fire safety,
  - fire service operations
  - major emergency management
  - technological and industrial processes
  - telecommunications and information technology
- (c) Have at least five years satisfactory relevant experience, including adequate experience in at least one of the areas specified at (b) above
- (d) Have a high standard of training in one or more of the areas specified in (b) above and, in the case of a new entrant to the fire service, successfully complete basic fire-fighter training, Breathing Apparatus Initial Wearers Course and Compartment Fire Behaviour Course before the expiry of the designated probationary period as set out in the conditions of employment.
- (e) Be competent to perform efficiently the duties of the office and possess the appropriate qualities.

**(d) Desirable requirements**

**The ideal candidate shall:**

- Excellent communication and interpersonal skills;
- People management skills;
- Budgetary Management skills;
- Negotiation and leadership skills;
- Understanding of Health and Safety legislation and regulations and their application in the workplace;
- An ability to prepare and present technical reports;
- An ability to interpret and undertake critical analysis of scientific data;
- Problem solving skills;
- Competence in the operation of ICT Systems.

## **4. Particulars of the Post**

### **(a) General**

Donegal County Council proposes to create a panel of qualified candidates for the position of *Assistant Chief Fire Officer* from which it will fill any vacancy that may arise.

### **(b) Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

### **(c) Remuneration**

The current annual pay-scale is €50,534 minimum to max LSI2 €70,245.  
(as per Circular EL 02/2020).

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 of the scale.

### **(d) Base**

The base for the post of Assistant Chief Fire Officer shall be Fire Service Headquarters, Letterkenny.

The role of Assistant Chief Fire Officer may involve some travel, with some trips involving overnight stays and associated costs 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 normal hours of work will be 37 hours per week. The Council reserves the right to alter the hours of work from time to time. The Assistant Chief Fire Officer role may involve some work outside of normal business hours on occasion.

### **(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.
- c. The successful candidate may be required to drive a vehicle supplied by Donegal County Council for use at times when carrying out duties assigned by the Council.

## **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 as an e mail attachment in either Word or PDF format only by email to [vacancies@donegalcoco.ie](mailto:vacancies@donegalcoco.ie)
- 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](http://www.donegalcoco.ie)