



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

# **Beach Lifeguard Supervisor**

## **Information for Candidates**

**February, 2022**

## **1. The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Beach Lifeguard supervisor.

The Council proposes to form a panel of qualified candidates for the post of Beach Lifeguard Supervisor, from which it will fill both permanent and temporary vacancies which may arise.

The Beach Lifeguard Supervisor is a permanent seasonal post for a period of 10 months from 1st February to 30th November each year.

The successful candidate will be required to provide support to the Council's Coastal Officer as necessary throughout the bathing season.

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

The following is a non-exhaustive list of duties that the successful candidate will be required to perform:

- Oversee the management of beach lifeguards on 14 beaches around the coast of County Donegal;
- Assume management responsibility for all elements of beach lifeguarding, including, staffing of lifeguard stations, staff rotas, wages, record keeping and enforcement of beach rules and regulations over the bathing season;
- Initiate and conduct ongoing lifeguard evaluation and training programmes, including maintaining required levels of efficiencies and maintaining records;
- Maintain inspection records of all rescue equipment, lifeguard stations, uniforms and PPE; perform and/or coordinate preventive maintenance and repairs, as necessary;
- Inspect and maintain records of lifeguard rescue activities and operations; investigate complaints and accidents; prepare associated accident, incident and emergency rescue reports;
- Develop a beach lifeguard fitness programme as part of their in-service training and encourage lifeguard competition events;
- Work with beach lifeguards to identify and resolve staff issues;
- Respond to various emergencies; take command of and direct rescue situations, assisting where necessary;

- Liaise with Irish Water Safety, Irish Coastguard, Marine Institute, etc, to deal with any local water safety concerns and management of same;
- Carrying out Inspections of Ringbuoys;
- Support with Blue Flag Beach maintenance, Blue Flag Marina facilities, Green Coast Beach maintenance and Designated Bathing Area management;
- Any other related duties and responsibilities, as required.

### **3. Qualifications**

The Department of Housing, Local Government and Heritage has declared that the qualifications for the position of a Beach Lifeguard Supervisor shall be as set out below:

#### **(a) Age:**

Candidates must be at least 18 years of age at the closing date for receipt of applications.

#### **(b) Character**

Candidates shall be of good character.

Candidates for the post of Beach Lifeguard Supervisor are subject to Garda Vetting. Prior to appointment, candidates must undergo and satisfactorily complete the Garda Vetting process.

#### **(c) 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 Health Doctor prior to appointment.

#### **(d) Education, Experience**

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

- At least two years beach lifeguarding experience, including one year with supervisory responsibility, and
- A current valid driving licence in respect of Category B vehicles.

Candidates should have a good working knowledge of:

- Principles and practices of beach lifeguarding and water safety;
- Basic operations, services and activities of a beach lifeguard programme;
- Appropriate safety precautions and procedures within the area of assignment;
- Operation of various beach lifeguarding and emergency rescue equipment;
- Understand of Donegal County Council's Beach Bye Laws and Regulations.

Candidates must demonstrate an ability to do the following:

- Swim with endurance and proficiency at a level necessary to perform assigned duties (Applicants may have to pass a pool test prior to being appointed);
- Perform beach lifeguarding duties when required (i.e. to provide cover due to absences);
- Direct emergency water rescues;
- Operate and maintain lifeguard and emergency rescue equipment;
- Enforce applicable beach rules and regulations;
- Respond to requests and enquiries from the general public;
- Communicate clearly and concisely with local and national media, both orally and in writing; and
- Establish and maintain effective relationships.

#### **(e) Desirable skills and experience**

Any of the following qualifications, while not essential, would also be desirable:

- Specialised training in Beach Lifeguard training, Water Rescue or a related field
- An appropriate valid Cardiac First Responder Course (CPR & Defib)

- First Aid Responder Training (FAR)
- Emergency First Responder Course (EFR).

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

##### **(a) General**

Donegal County Council proposes to create a panel of qualified candidates for the position of *Beach Lifeguard Supervisor*, from which the Council will fill both permanent and temporary vacancies as they arise.

##### **(b) Probation**

Successful candidates shall be required to be on probation for an initial period, as determined by the Council.

##### **(c) Remuneration**

The current annual pay scale is €41,814 to €49,935 per annum (pro-rate), as per Circular EL 01/2022.

(analogous for pay purposes only to Technician Grade I).

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 as determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Beach Lifeguard Supervisor will involve 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 37 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.
- c. the successful candidate may be required to drive a vehicle supplied by Donegal County Council from time to time 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 PDF format only **by email only** 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 deemed a qualified candidate 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)