



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

## **Coastal Officer**

# **Information for Candidates**

**December, 2025**

## **1. The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Coastal Officer (analogous to the Executive Engineer grade for pay purposes).

It is proposed to form a panel of qualified candidates from which vacancies both permanent and temporary will be filled during the lifetime of the panel.

## **2. Roles Duties & Responsibilities**

The Coastal Officer will be located in the Water & Environment Directorate of Donegal County Council and roles duties and responsibilities will include the following:

### **1) Strategy, Governance & Liaison**

- Lead operational planning for 12 Blue Flag, 4 Green Flag, and 21 Designated Bathing Areas; ensure compliance with relevant standards and Council policies.
- Act as primary liaison with Water Safety Ireland and the local Water Safety Area Committee; represent the Council at meetings; implement national guidance locally.
- Prepare the coastal budget; secure contributions; manage spend and financial controls.

### **2) Lifeguard Programme Management**

- Recruit, onboard, schedule, and supervise up to 55 seasonal Beach Lifeguards.
- Deliver/coordinate training (rescue, first aid/CPR/AED, safeguarding, incident reporting, conflict management).
- Maintain certification records; conduct site audits, drills, debriefs, and performance reviews with the Beach Lifeguard Supervisor.

### **3) Water Safety Education & Media**

- Design and deliver Water Safety workshops county-wide, tailored for diverse groups, schools, clubs, and community partners.
- Lead public information and seasonal media campaigns (advisories, closures, rip current awareness, cold-water risks, lifejacket use).
- Develop outreach programmes and measure outcomes.

### **4) Ringbuoys & Rescue Equipment**

- Provide and maintain ringbuoys at circa 80 coastal locations; manage inspection schedules.
- Oversee remote monitoring pilots at 20 locations; triage alerts; coordinate rapid replacement and deterrence measures.

- Procure, maintain, and audit lifeguard/instructor/examiner equipment and PPE.

#### **5) Accessible Beach Infrastructure**

- In conjunction with the Access Officer, provide and maintain safe beach access/egress at 28+ beaches, including 12 boardwalks.
- Plan improvements (surfaces, ramps, wayfinding, rest areas) and schedule maintenance with contractors; engage user groups for feedback.

#### **6) Public Conveniences & Portable Sanitation**

- Directly manage 32 Public Conveniences (including 2 Eco Loos) for cleanliness, safety, accessibility, and uptime.
- Plan and deploy 42 portaloos to beaches/parks; deliver year-round service at five locations and seasonal service elsewhere.
- Oversee contractor SLAs, compliance, and community collaboration; optimise servicing routes and costs.

#### **7) Coastal Habitat, Dune & Erosion (Community-Led)**

- Work with An Taisce and local groups to implement dune fencing, planting, and erosion controls.
- Provide materials (e.g., hazel fencing) and technical guidance; monitor effectiveness (photo points/erosion pins/simple surveys).
- Coordinate permits/environmental compliance; document outcomes.

#### **8) Litter & Marine Carcass Management**

- Coordinate the removal of marine animal carcasses and litter with communities and Tidy Towns; manage contractors, safety plans, and waste handling.
- Record incidents; contribute to prevention and awareness campaigns.

#### **9) Incident, Risk & Emergency Management**

- Maintain risk assessments for beaches, equipment, access, public conveniences, and lifeguard operations.
- Lead incident reporting/escalation (rescues, near-misses, anti-social behaviour, equipment tampering).
- Coordinate protocols with Gardaí, Coast Guard, RNLI, Irish Water Safety, and Civil Defence.

#### **10) Data, Reporting & Performance**

- Maintain accurate records (inspections, incidents, staffing, training, equipment, servicing, accessibility works).
- Produce monthly/seasonal/annual reports with KPIs, insights, and improvement actions.

### **11) Technology & Innovation**

- Administer remote monitoring systems; refine workflows; evaluate pilots and prepare business cases for scaling sensors/digital mapping.
- Ensure data protection (GDPR), H&S, for staff/volunteers.

### **12) Procurement & Contractor Oversight**

- Draft specifications; run compliant procurement; manage performance against SLAs.
- Track lifecycle costs of equipment and assets; plan replacements and upgrades.

### **Official Languages (Amendment) Acts, 2021 for Gaeltacht Areas**

So that the Local Authority may meet its statutory obligations, a satisfactory competence in the Irish Language is deemed essential for appointment/assignment/re-assignment to Gaeltacht-based offices and offices serving Gaeltacht areas. Competence to be of a level where one can operate through the medium of Irish and provide services to the public in Irish, as per the provisions of the Official Languages (Amendment) Acts, 2021. An assessment of this competence may form an integral part of the recruitment and selection process.

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

### **(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.

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

### **(c) Education, Training, Experience etc.**

(a) Each candidate must have a good standard of education.

(b) Experience: At least five years' satisfactory relevant experience in coastal management, water safety, or related operational roles.

(c) Technical Competence: Demonstrated ability in coastal operations, water safety equipment management, lifeguard programme delivery, and risk assessment.

(d) Strategic Support: Proven experience in supporting the formulation and implementation of strategies, plans, and processes, including stakeholder engagement and community partnership.

**Please Note:**

Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

**(d) Desirable Skills**

- Third-level qualification in a relevant discipline (e.g., Coastal Management, Marine Biology, Environmental Science, Water Safety, Public Administration).
- Recognised lifeguard certification or instructor/examiner accreditation from an approved body (e.g., Irish Water Safety).
- Proven experience in implementing and maintaining Blue Flag and Green Flag standards, including bathing water quality monitoring and public communications.
- Demonstrated ability to collaborate effectively with key stakeholders such as An Taisce, RNLI, Coast Guard, and local Water Safety Committees, fostering strong partnerships and delivering joint initiatives.

**4. Particulars of the Post**

**(a) General**

Donegal County Council proposes to create a panel of qualified candidates for the position of Coastal 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 €59,658 minimum to max LSI2 €82,929. (as per Circular EL 07/2025).

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 Coastal Officer shall be determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Coastal 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 / Annual Leave**

The 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.

Annual leave allowance will be a maximum 30 days for all applicants.

**(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) Citizenship Requirements**

Eligible candidates must be, on the latest date for receipt of completed application forms; (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or (b) A citizen of the United Kingdom (UK); or (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or (e) 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 (f) 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 the UK or Switzerland and has a stamp 4 visa.

**(i) 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.

**(j) Garda Vetting**

Candidates for the post of Coastal Officer may be subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

**5. Recruitment Process**

**A. Application Form**

- Applications must be made on the **official online 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 **online application** form will be considered when assessing a candidate's suitability for the post.
- Applications must be received by the deadline specified on the system.

**B. Short Listing & Interview**

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. Candidates should note that interviews may be held within a short timeframe of the closing date of the competition.

### **C. Right to Information and Review - # Coast Off 001**

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 quoting the above reference number.

### **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 of the competition. 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)