CORK COUNTY COUNCIL

ASSISTANT CHIEF FIRE OFFICER

QUALIFICATIONS

1. Character

Each candidate must be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. New entrants to the fire service must be medically fit to undertake operational training associated with fire services work.

3. Education and Experience

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

   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:
      
      a. Principles and practices of fire safety,
      
      b. Fire service operations,
      
      c. Major emergency management,
      
      d. Building design and construction,
      
      e. Technological and industrial processes,
      
      f. Telecommunications and information technology.
c) Have at least 5 years satisfactory relevant experience, including adequate experience in at least one of the areas specified in (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 and Breathing Apparatus Initial Wearers Course before the expiry of the probationary period.

e) Be competent to perform efficiently the duties of the office and possess the appropriate qualities.
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PARTICULARS OF EMPLOYMENT

1. The employment is full-time, permanent and pensionable.

2. For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

3. The employment is subject to a probationary period of one year and will be terminable by the giving of one week’s notice by either side during that period. After employment has been confirmed, it will be terminable at any stage on the giving of the required notice by either side during that period under the Minimum Notice and Terms of Employment Act, 1973.

4. Superannuation:

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration. All persons who become pensionable officers of a local authority are required, in respect of the Local Government (Spouses and Children’s Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

For Class D officers the minimum retirement age is 60 and the maximum retirement age is 65.

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

For Class A ‘non new entrants’ as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 65.

For Class A ‘new entrants’ as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 with no maximum retirement age.

Persons who become pensionable officers of a local authority for the first time on or after 1 January 2013 are assigned to Public Service Pensions (Single Scheme & Other
Provisions) Act 2012. Therefore, the conditions of employment regarding retirement age and superannuation shall be as follows:

The minimum retirement age is 66 in line with State Pension contributory age. This will increase to 67 in 2021 & 68 in 2028. Scheme members must retire at age 70.

You are liable to pay the **Class A rate of PRSI contribution**. You are required in respect of superannuation to contribute at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) plus 3% of pensionable pay.

Officers on temporary contracts must pay superannuation and Spouses and Childrens Pension Scheme contributions. At end of employment, where the employment period is less than 2 years, contributions will be refunded, adjusted for tax/other state deductions. If your service exceeds 2 years, your superannuation entitlement will be preserved to the minimum retirement age and payable at the minimum state pension retirement age.

5. **Salary:**

**Salary:** €47,732 basic per annum (entry point)

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform. The contract may be terminated at any time subject to normal legal requirements.

6 The local authority shall require persons to whom an appointment is offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

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

8 When required to do so, holders of the office shall hold a full driving licence for Class B Vehicles and shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority.

9 The base for working purposes shall be the work site or as determined by Cork County Council.

10 **Duties:**

The duties of the office are to give the local authority and

(a) such other local authorities or bodies for which the Chief Executive for the purposes of the City and County Management Acts, is Chief Executive, and
(b) to any other local authority or body with which an agreement has been made by
the local authority or by any of the authorities or bodies mentioned in sub-
paragraph (a) of this paragraph,

under the direction and supervision of the appropriate professional officer, such
services of an of an advisory, supervisory or executive nature as may be required by
any local authority or body hereinbefore mentioned in the exercise and performance
of any of its powers, functions and duties including the duty of assisting the
appropriate officer in the provision of such services of any of the foregoing local
authorities or bodies and, when required to do so, to perform the duty of acting for the
appropriate officer of higher rank during the absence of such officer of higher rank.
Holders of the office may be assigned to work in all appropriate areas in the course of
their employment.

The duties of Assistant Chief Fire Officer shall include:

- Management of such staff as may be assigned.
- Perform duties in relation to operational fire-fighting, Civil Defence, and
equency management as may be assigned.
- Administration and implementation of the Building Control Acts, Building
Regulations, Fire Services Act and other legislation, including Dangerous
Substances legislation, with regard to inspections, assessment, validation,
certification, licencing, and enforcement under the legislation as appropriate.
- Undertaking of during performance inspections of licensed premises e.g.
public houses, nightclubs, restaurants, etc.
- Development and promotion of Community Fire Safety initiatives
- Carry out pre-incident planning.
- Implement the performance management development system
- Attending training courses as required.
- Carrying out such other duties that may be assigned from time to time

11 Recruitment:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulations
1974, the Minister has given directions as follows:-

(i) The appointment shall be advertised in such a manner as to clearly indicate that the
local authority is an equal opportunities employer.

(ii) Selection shall be by means of a competition based on an interview conducted by or
on behalf of the local authority.

(iii) A local authority may decide, by reason of the number of persons seeking
admission to the competition, to carry out a shortlisting procedure and admit to the
competition only persons who appear to be likely to attain in the competition a
standard sufficient for appointment.
(iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise.

12. **Health and Safety:**

The successful candidate must comply fully with the Fire Services’ Safety Management System, which includes any safety statements, policy and procedures/directives in force from time to time, and wear/use protective clothing, footwear and other equipment issued.
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ESSENTIAL SKILLS, EXPERIENCE & KEY COMPETENCIES

Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date:

- **Technical Knowledge and Expertise:**
  Candidates should have satisfactory knowledge and experience in one or more of the following:
  - Principles and practices of fire safety
  - Fire service operations
  - Major emergency management
  - Building design and construction
  - Technological and industrial processes
  - Telecommunications and information technology

- **Judgement and Decision Making**
  - Can pinpoint critical information and address issues logically.
  - Understands the context and impact of decisions made.
  - Can act decisively with the complex information and multiple stakeholders.
  - Evaluate the current work practices to identify changes that could be made to help them run more efficiently

- **Interpersonal and Communication Skills**
  - Show respect, tact and maintain composure when dealing with customers and staff members
  - Demonstrate the ability to be assertive and communicate in a clear and confident manner
  - Actively listen and deal with information in a constructive manner.

- **Delivery of Results**
  - Deliver results on time and to a high standard
  - Plan and prioritise the work schedule, ensuring the efficient use of all the resources available and delivering on objectives even with multiple or conflicting demands.
  - Develop and implement quality assurance measures to achieve compliance with performance standards or benchmarks.
  - Take responsibility for own work and the work of the team
  - Produce reports in a clear and concise manner and maintain accurate records