

Sligo County Council



Candidate Information Booklet

(Please read carefully)

Creation of panel for the position of :

Assistant Chief Fire Officer

Closing Date : 4:30 p.m. on Thursday 9th May 2024

Completed Application Form, including any required supporting documentation, should be returned to:

The Human Resources Department, Sligo County Council

via email to: jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliffe) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 460 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Gerard Mullaney.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Assistant Chief Fire Officer. Sligo County Council will, following the interview process, form a panel for the post from which permanent and temporary vacancies at this grade may be filled, subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Suitably qualified persons are invited to apply for inclusion on this panel.

THE ROLE

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 contracts.

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

**SLIGO COUNTY COUNCIL
COMHAIRLE CHONTAE SHLIGIGH**

**CREATION OF PANEL FOR POSITION OF
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. CITIZENSHIP

Candidates must, by the date of any job offer, be:

- (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

4. 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 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.

5. **DRIVING LICENCE**

On the latest date for receipt of application forms, applicants shall hold a full, unendorsed driving licence for Class B vehicles.

6. **DESIRABLE SKILLS AND EXPERIENCE**

The ideal candidate shall have relevant experience in one or more of the following areas:

- Assessing applications for Fire Safety Certificates under the Building Control Acts 1990 and 2007 and the Building Control Regulations.
- Carrying out inspections and audits to assess fire safety in buildings and other structures under the Fire Services Acts, 1981 and 2003.
- 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.
- Assessing applications for Dangerous Substance Licences under the Dangerous Substance Act, 1972.

The ideal candidate will be able to demonstrate:

- Successful completion of an Operational Command Course for Senior Fire Officers or equivalent.
- A career record that demonstrates satisfactory relevant experience.
- Strong interpersonal and communication skills.
- People management skills.
- Budgetary management skills.
- Qualification as a Breathing Apparatus and Compartment Fire Behaviour Instructor.
- The ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team).
- The ability to work across functions/departments and with multidisciplinary teams.
- The capability to work in an inter-agency environment and with internal and external stakeholders.
- Good professional judgement and decision making / problem solving skills.
- Effective written and verbal communication skills with experience in the preparation and presentation of technical reports.
- A good knowledge of Fire and Building Control Legislation and Regulations.
- A good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
- Strong ICT skills.
- A good knowledge and understanding of current fire service developments and how local authorities operate.

COMPETENCIES FOR THE POST

Candidates are expected to demonstrate in their application form and at interview that they have the knowledge, understanding, skills and experience required for the role. Candidates will also be assessed under the following key competencies. Please take particular note of these competencies when completing the application form as short-listing or interview processes may be based on the information provided by candidates in Section D of the application form:

Management and Change

Safety Health and Welfare at Work

- Fully implement safe system of working in accordance with the Corporate Safety Statement and relevant Safety Management Systems in their area of work.
- Implements and always adheres to safe systems of work and appropriate Health and Safety processes (including monitoring and compliance) in their area of work and ensures that their staff do likewise.
- Responds immediately to any breaches of rules and regulations as well as any dangerous activities or practices.

Networking and Representing

- Develops and maintains positive and mutually beneficial relationships with a range of stakeholders.
- Builds networks of technical and professional contacts.
- Promotes and sustains an appropriate, positive and cohesive image for the organisation it represents.

Standards, Ethics and Governance

- Ensures that ethical governance principles are embedded into the culture, practices and processes of all activities within their designated area of responsibility.
- Understands and adheres to the Code of Conduct for employees and complies with all required rules, regulations and procedures.
- Ensures that there is full understanding of and compliance with rules, regulations and procedures for employees within their designated area of responsibility.
- Understands, supports and embeds the principles of diversity.

Bringing about Change

- Demonstrates flexibility and openness to change.
- Develops and initiates change management programmes to meet end objectives.
- Influences others and fosters commitment to change.

Delivering Results

Problem Solving and Decision Making

- Can pinpoint critical information and address issues logically.
- Understands the context and impact of decisions made.
- Takes responsibility for decisions made and acts decisively with complex information and multiple stakeholders.
- Can act decisively in an environment of multiple stakeholders and with complex information to ensure decisions are made in line with objectives.

Operational Planning

- Plans assigned project elements to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements and evaluation methods.
- Establishes high quality service and customer care standards.

Managing Resources

- Manages the allocation, use and evaluation of resources to ensure they are used efficiently to deliver on operational plans.
- Drives and promotes reduction in cost and minimisation of waste.

Ensuring Compliance

- Abides by laws, regulations, policies and procedures affecting employment and the discharge of duties.
- Develops and implements quality assurance measures to achieve compliance with performance standards and benchmarks.

Delivering Quality Outcomes

- Promotes the achievement of quality outcomes in delivering services.
- Organises the delivery of services to meet or exceed the required standard.
- Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

Performance through People

Leading and Motivating

- Motivates others individually and in teams to deliver high quality work and customer focused outcomes.
- Leads by example in terms of commitment, flexibility and a strong customer service ethos.

Managing Performance

- Effectively manages performance including underperformance and conflict.
- Empowers and encourages people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.

Communicating Effectively

- Communicates effectively & professionally with range of stakeholders including staff, Elected Members and the public.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.
- Communicates with credibility, conviction, composure and confidence in potentially stressful public situations or politically sensitive situations.
- Has highly effective verbal and written communication skills.
- Presents ideas effectively to individuals and groups.

Personal Effectiveness

Motivation, Initiative and Achievement

- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.
- Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.
- Manages their time effectively, focusing on essential tasks and responsibilities.

- Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.

Relevant Technical Knowledge and Expertise

- Demonstrates the required technical knowledge, understanding and training commensurate for the role, in two or more of the areas outlined in this booklet.
- Keeps up to date with current developments, trends and best practice in their area of responsibility.
- Has knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.

Resilience and Personal Well Being

- Demonstrates appropriate and positive self-confidence.
- Operates effectively in an environment with significant complexity and pace.

Integrity

- Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others.
- Models and promotes appropriate social, ethical and employer standards in all interactions.

Adaptive

- Is flexible and positively disposed to changes and progress and can develop skills and gain knowledge to take on new duties /responsibilities.

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COMHAIRLE CHONTAE SHLIGIGH**

**CREATION OF PANEL FOR POSITION OF
ASSISTANT CHIEF FIRE OFFICER**

PARTICULARS AND DUTIES OF EMPLOYMENT

1. THE POST

The grade is Assistant Chief Fire Officer. This is a pensionable whole-time position on the basis of a 35 hour, 5 day week.

2. DUTIES

The duties of the post are to give the Local Authority and

- a) such other local authority or body 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 general direction and supervision of the Chief Executive or of such other employer as the Chief Executive may from time to time determine, such appropriate professional/technical and ancillary services 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 servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

The duties of the post of Assistant Chief Fire Officer may include, but are not limited to:

Fire Prevention including

- Processing of fire safety certification applications and use of the Building Control Management System / BCMS to assist this process.
- Carrying out of inspections under the Fire Services Acts, Building Control Act and other relevant legislation.
- Delivering enforcement functions as an authorised officer under the relevant legislation and representing the local authority appropriately in such activities, including within the Courts Service.
- Represent the Fire Authority in dealing with licence applications before the Courts and providing professional expert opinion to the Courts if required.
- Manage Community Fire Safety including the Primary Schools Programme.
- Give advice and talks on fire safety to all members of the community (which maybe out of normal working hours).
- Other works as directed, some of which may necessitate working outside of normal hours.

Fire Service Operations including

- Management and support of Sligo Fire Service operational staff.

- Effective communication with interested parties on staffing issues and industrial relations concerns and / or implementation of agreements and national policy.
- Organising & attending training including on station / drill training, local and National Directorate Fire Service training courses.
- Management of Fire Service fleet and equipment, including servicing and maintenance to ensure optimal operational performance and safety.
- Management of and development of Fire Stations including building and facilities.
- Development and management of Sligo Fire Service Regional Training Centre.
- Developing and updating Pre-Incident Plans and planning for new or emerging risks in the County.
- Attend incidents as an authorised rostered Senior Fire Officer, drill nights and exercises out of normal working hours.
- Participation in the Senior Fire Officers Roster in accordance with the 1996 Rostering Agreement (or as amended).

Major Emergency Management including

- Continuous improvement, review and implementation of Sligo County Council's Major Emergency Plan.
- Organise and participate in both local and regional Major Emergency Management training.
- Active engagement with internal and external stakeholders for emergency planning including principal response agencies.
- Climate change adaptation activities.

Health & Safety including

- Managing and operating the Fire Service Safety Management System.
- Implementing continuous improvement programme for occupational health, safety and welfare.
- Carrying out risk assessments of equipment, training, training locations etc

Any other duties as may be assigned from time to time.

Rostering Agreement

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

3. SALARY

The current salary scale for the post is as follows:

€55,519 – €57,540 – €59,560 – €61,583 – €63,607 – €65,628 – €67,652 – €69,665 – €71,698 – €73,713 – LSI 1 €76,038 – LSI 2 €77,176

The salary shall be fully inclusive and shall be as determined from time to time. The holder 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 services, which they are required by or under any enactment to perform.

Salary for the post shall be in accordance with existing practice as set out in relevant circulars. Starting pay for new entrants will be at the minimum of the scale.

4. SUPERANNUATION

- (i) Persons who become pensionable employees 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).
- (ii) Persons who become pensionable employees 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.
- (iii) All persons under (a) and (b) above who become pensionable employees of a local authority will be required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
- (iv) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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 dependent or qualified children).

5. PROBATION

There shall be period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, that the service of such person is certified as satisfactory.

6. RESIDENCE

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

7. RETIREMENT AGE

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

8. METHOD OF SELECTION

(a) Selection shall be by means of a competition based on an interview conducted by, or on behalf of, Sligo County Council. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A Panel will be formed of those who are most successful in the competition. The top performing candidates at final selection interview, whose names are placed on the panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panel, be employed as appropriate vacancies arise. The life of the panel shall be one year from the date it is formed, unless extended by the Chief Executive.

(b) Short-Listing: While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

The short-listing criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Candidates may be short-listed for final competitive interview on the basis of:

- The information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions, or
- A preliminary interview or
- Appropriate test i.e. aptitude test, etc. or
- Any mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth

- Competencies displayed
- Attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

9. GARDA VETTING / REFERENCES

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate, in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

10. MEDICAL EXAMINATION

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, 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 the candidate.

11. PERIOD OF ACCEPTANCE OF OFFER

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

12. NORMAL WORKING HOURS

Normal working hours are 9.00 a.m. to 5.00 p.m., Monday to Friday, with a minimum of 30 minutes to be taken for lunch break. The successful candidate may from time to time be required to work outside normal office hours, including evenings and weekends as necessary.

13. ANNUAL LEAVE

Annual Leave shall be 30 days per annum. Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act 1997.

14. SICK LEAVE

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management (Sick Leave) Regulations 2014 and any subsequent Regulations made from time to time.

15. TRAVELLING AND SUBSISTENCE ARRANGEMENTS

Travelling and subsistence expenses shall be paid in accordance with agreed rates, which may be revised from time to time.

16. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

17. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link: [Data Protection \(GDPR\) \(sligococo.ie\)](https://www.sligococo.ie/Data-Protection-GDPR)