**MAYO COUNTY COUNCIL**

**ASSISTANT CHIEF FIRE OFFICER**

**INFORMATION BOOKLET**

**Closing Date not later than 4.00p.m on Thursday 24th October 2024**



# TABLE OF CONTENTS

[TABLE OF CONTENTS 2](#_Toc178862989)

[THE ORGANISATION 3](#_Toc178862990)

[THE ROLE 4](#_Toc178862991)

[QUALIFICATIONS 5](#_Toc178862992)

[1. CHARACTER: 5](#_Toc178862993)

[2. HEALTH: 5](#_Toc178862994)

[3. EDUCATION, TRAINING, EXPERIENCE, ETC: 5](#_Toc178862995)

[4. CITIZENSHIP: 6](#_Toc178862996)

[PARTICULARS 6](#_Toc178862998)

[1. POSITION: 6](#_Toc178862999)

[2. SALARY: 6](#_Toc178863000)

[3. DUTIES: 7](#_Toc178863001)

[4. COMPETENCIES: 9](#_Toc178863002)

[5. RESIDENCE: 10](#_Toc178863003)

[6. ANNUAL LEAVE: 10](#_Toc178863004)

[7. TRAVEL: 10](#_Toc178863005)

[8. SHORTLISTING: 11](#_Toc178863006)

[9. APPOINTMENT: 11](#_Toc178863007)

[10. REFERENCES/DOCUMENTARY EVIDENCE: 12](#_Toc178863008)

[11. SUPERANNUATION: 12](#_Toc178863009)

[12. RETIREMENT AGE: 13](#_Toc178863010)

[13. BASE: 13](#_Toc178863011)

[14. REQUIREMENT TO DRIVE 13](#_Toc178863012)

[15. PROBATION: 14](#_Toc178863013)

[16. MEDICALS: 14](#_Toc178863014)

[17. GARDA VETTING: 14](#_Toc178863015)

[18. CANVASSING WILL DISQUALIFY: 14](#_Toc178863016)

[19. GENERAL DATA PROTECTION REGULATION: 15](#_Toc178863017)

Mayo County Council is at the heart of the local community and is the key provider of economic and social development in Mayo.

**MAYO COUNTY COUNCIL**

# THE ORGANISATION

As the democratic leader of the County, we represent the people while delivering vital public services to a population of over 130,000 citizens in the areas of housing, roads transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, and the arts.

With over 1,200 employees, we offer a wide range of excellent career opportunities for candidates with an interest and passion for working in the public service, both from our headquarters in Castlebar and various district/area offices throughout the County.

**Our Mission**

To promote the well-being and quality of life of our citizens and communities in Mayo and to enhance the attractiveness of the County as a place in which to live, work, visit, invest in and enjoy.

**Our Vision**

A County that is Sustainable, Inclusive, Prosperous and Proud.

**Our Approach**

To continue to develop a team with the required culture, leadership, skills, drive and understanding to deliver key projects and programs.

* We aim to be citizen centred, reduce bureaucracy, and be responsive to competing needs.
* We build stable communities using an integrated approach to the development and implementation of Physical, Social and Economic Policies.
* Our policies are informed through meaningful engagement.

Mayo County Council is the Fire Authority for all of County Mayo and, as such, is responsible for the provision of Fire Services to the administrative area of County Mayo. Our aim is to be the best Fire and Rescue Service we can be, working hard to ensure our communities are at the centre of what we do. We are committed to keeping people safe, improving quality of life and making our area a better place to live, work and visit.

The assignment of the post will be to the Mayo Fire Services HQ based in Castlebar, covering the whole county and sub-stations. The successful candidate may be moved to undertake different functions in the future.

**ASSISTANT CHIEF FIRE OFFICER**

# THE ROLE

Reporting to the Chief Fire Officer or nominated Senior Assistant Chief Fire Officer, the Assistant Chief Fire Officer will be required to carry out duties in any of the three main disciplines of the Fire service: Fire Service Operations, Fire Safety and Major Emergency Management. The capability to work in an inter-agency environment and with external stakeholders is essential. As an Assistant Chief Fire Officer, the successful candidate will have an important role in the management of staff and will have to be capable of undertaking the role of incident commander at operational incidents and will participate in the on-call senior fire officer roster if required. Holders of the post will undergo such training as it is considered appropriate to the performance of the duties of the post.

The Ideal Candidate Shall:

* have a career record that demonstrates satisfactory relevant experience.
* have strong interpersonal and communications skills.
* have the ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team).
* have the ability to work across functions/departments and with multidisciplinary teams.
* have the capability to work in an inter-agency environment and with internal and external stakeholders.
* demonstrate good professional judgement and decision making/problem solving skills.
* have effective written and verbal communication skills with experience in the preparation and presentation of technical reports.
* have sufficient relevant knowledge of the Fire Service and Building Control Legislation and Regulations.
* have sufficient relevant knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
* have relevant experience in the management and supervision of staff including the development of such staff.
* have strong ICT skills; have sufficient relevant knowledge and understanding of current fire service developments and how local authorities operate.

**ASSISTANT CHIEF FIRE OFFICER**

# QUALIFICATIONS

## **CHARACTER:**

Candidates shall be of good character.

## **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[[1]](#footnote-1) to undertake operational training associated with fire services work.

## **EDUCATION, TRAINING, EXPERIENCE, ETC:**

**Each Candidate must, on the latest date for receipt of completed application forms for the office:**

1. Hold, in the National Framework of Qualifications:
2. A degree at Level 8 in engineering, architecture, or other building construction related discipline, **or**
3. A professional qualification equivalent to one of the foregoing awarded by the relevant professional body, **or**
4. 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**
5. 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.

1. Have at least 5 years satisfactory relevant experience, including adequate experience in at least one of the areas specified in (b) above.
2. 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.
3. Be competent to perform efficiently the duties of the office and possess the appropriate qualities.

## **CITIZENSHIP:**

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

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. 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
5. A person awarded international protection under the International Protection Act 2015 of any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
6. 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.

##

**ASSISTANT CHIEF FIRE OFFICER**

# PARTICULARS

## **POSITION:**

This employment is full-time, permanent and pensionable.

A panel will be formed from qualified candidates from which any permanent or temporary positions at this grade which arise during the lifetime of the panel may be filled.

## **2. SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

**SALARY SCALE:**

€57,909, €60,017, €62,124, €64,235, €66,345, €68,454, €70,565, €72,663, €74,784, €76,887, €79,311 LSI I (after 3 years satisfactory service at maximum), €80,498 LSI II (after 6 years satisfactory service at maximum).

The starting pay for new entrants will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

## **DUTIES:**

The duties of the post are to give to

1. the local authority, and such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
2. 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 subparagraph (a) of this paragraph under the general direction and supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management 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 to exercise such powers, functions and duties as may be delegated to him / her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level if qualified to do so**.** The following are among the principal duties envisaged.

Holders of the post will also be required to perform duties in relation to fire operation, fire Safety and Building Control if they are assigned to them. Holders of the post will undergo such training as it is considered appropriate to the performance of the duties of the post and will be expected to conduct in a competent manner the following activities:

1. Management of all aspects of fire service operational activities in accordance with Mayo County Council’s Operational Plan.
2. Management and supervision of staff and to ensure the development of such staff. Building effective teams, developing motivation and commitment and maintaining sound employee relations.
3. Attend incidents as an authorised rostered senior fire officer, drill nights and exercises out of normal working hours.
4. Inspections in accordance with the Fire Service Act 1981 & 2003, Building Control Act 1990, and Mayo County Council’s Community Fire Safety Policy (including during performance inspections), and give evidence in court where required.
5. Management of the Mayo County Council’s Community Fire Safety programmes as well as providing advice and talks on fire safety to all members of our community which maybe outside of normal working hours.
6. Issue enforcement notices as an authorised officer in accordance with the Fire Service Act 1981 & 2003 and attend and give evidence in court where appropriate.
7. Validate and process Fire Safety Certificates, Disability Access Certificates and Commencement Notices in accordance with the Building Control Regulations.
8. Compilation of information and reporting on inspections, fire service training and operational activity, fleet management including requirements of the Health, Safety and Welfare Act 2005.
9. Management and operation of Mayo County Council’s (ISO 45001) Safety Management Systems ensuring annual reaccreditation to ISO 45001.
10. Management of Mayo County Council’s Major Emergency Plan (MEM) and organising and participating in both local and regional MEM training and exercises.
11. The delivery of all internally provided training modules to retained personnel including the compilation of all records pertaining to same and reporting on same.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

**Rostering Agreement**

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

this employment.

## **COMPETENCIES:**

Candidates for the post must demonstrate that they have competency and skills in the following areas. Application forms should include two practical examples which demonstrates these competencies. Interviews will be competency based and marks will be awarded under these skills sets.

|  |  |
| --- | --- |
| **Strategic** **Management****and Change** | **Strategic Ability**Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.**Networking and Representing**Develops and maintains positive and mutually beneficial relationships. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive and cohesive image for the organisation it represents.**Bringing about Change**Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness 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. Can act decisively with complex information and multiple stakeholders.**Operational Planning**Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements and evaluation methods. Establishes high quality service and customer care standards.**Delivering Quality Outcomes**Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively. |
| **Performance Through People** | **Leading and Motivating**Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility and a strong customer service ethos.**Managing Performance**Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability.**Communicating Effectively**Has highly effective verbal and written communication skills. |

**There is a requirement to have** **at least 5 years satisfactory relevant experience, including adequate experience in at least one of the areas specified below.**

|  |  |
| --- | --- |
| **Technical Knowledge and Experience** | * Principles and practices of fire safety.
* Fire service operations.
* Major emergency management.
* Technological and industrial processes.
* Telecommunications and information technology.
 |

## **RESIDENCE:**

Holders of the position shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

## **ANNUAL LEAVE:**

Annual leave entitlement is **30** days per year.

## **TRAVEL:**

Mayo County Council reserves the right to provide a vehicle to enable you to carry out your duties. The provision of a vehicle will be at the discretion of the Chief Executive.

## **SHORTLISTING:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While candidates 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, Mayo County Council may decide that a number only will be called to interview. A shortlisting process will apply whereby a group of applicants will be selected for interview who, based on an examination of the documents provided by each applicant, 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 are, prima facie, better qualified and/or have more relevant experience.

 In the event of a shortlisting exercise being employed, The shortlisting process can take the form of:-

* Shortlisting of candidates on the basis of information contained in their application form. (It is therefore in the interests of each candidate to provide a detailed and accurate account of his/her qualifications/ experience on the application form).
* Other written, oral or practical tests appropriate to the position.
* Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board ***or***
* Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.

## **APPOINTMENT:**

Candidates whose names are on a 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 relevant vacancies arise. The life of the panel will be one year from the date of its establishment.

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails 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 him/her.

## **REFERENCES/DOCUMENTARY EVIDENCE:**

Each candidate will be required to submit as references the names and addresses of two responsible persons to whom they are well known but not related. Candidates will be required to submit documentary evidence to the Local Authority in support of their application.

## **SUPERANNUATION:**

As an employee of Mayo County Council, you will be assessed in terms of which Pension Scheme is applicable to you. You will become a member and contribute to the relevant scheme as outlined below:

1. Persons who become pensionable employees of a local authority under the Single Public Service Pension Scheme will be required in respect of their superannuation to contribute 3.5% of net pensionable remuneration and 3% of pensionable remuneration.
2. Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 and who are liable to pay 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 State Pension Contributory payable at the maximum rate to a person with no adult dependant or qualified children).
3. Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 and who are liable to pay 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.

Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 may be required to contribute to the Dependants Pension Scheme.

In order, to qualify for a pension, they must have served a minimum of two years (24 months) employment in an approved public body.

## **RETIREMENT AGE:**

**CLASS A PRSI**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012:

The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, in line with State Pension age.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ (from 1st April, 2004 and before January 2013) to the Public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The minimum age at which a person may retire is 65. As a ‘New Entrant’ to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a New Entrant to the public service, as defined in the Public Service Superannuation (miscellaneous provisions) Act 2004, who has joined before 1st April 2004, is subject to a compulsory retirement age of 70 as per CLS2/2019 but can retire from 60 years of age.

**CLASS D PRSI**

Minimum retirement age will be 60 years with compulsory retirement age of 70 years.

## **BASE:**

Assignment of base shall be at the absolute discretion of Mayo County Council.

## **REQUIREMENT TO DRIVE**

Candidates shall be required to possess a full current category B Driving Licence without any endorsements.

## **PROBATION:**

Where a person who is not already a permanent employee of a Local Authority is employed, the following provisions shall apply:

1. There shall be a period after such employment takes effect during which such person shall hold such position on probation.
2. Such period shall be for six months, but the Chief Executive may at his or her discretion extend such period.
3. Such person will cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such person is satisfactory.
4. The period at (a) above may be terminated on giving one weeks’ notice as per the Minimum Notice and Terms of Employment Acts.
5. There may be assessment(s) during the probationary period.

## **MEDICALS:**

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.

## **GARDA VETTING:**

Offer of employment may be subject to a Garda vetting process. Failure to pass Garda vetting will result in employment being terminated with immediate effect.

## **CANVASSING WILL DISQUALIFY:**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or other otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidates’ favour either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

## **GENERAL DATA PROTECTION REGULATION:**

Mayo 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 Mayo 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 our 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 HR 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 record 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.

**NOTES:**

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

1. 1 Meet the provisions of “Medical Standards for Recruit Retained Fire-fighters” published by the Local Government Management Agency [↑](#footnote-ref-1)