



Comhairle Contae Chill Mhantáin
Wicklow County Council

CANDIDATE INFORMATION BOOKLET

(Please read carefully)

PART-TIME RETAINED FIREFIGHTER DUNLAVIN FIRE BRIGADE

Ref: 46/2025

Please note this competition will be on a rolling recruitment process, interviews will be scheduled on a phase basis. Applications are welcome throughout the year.





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WICKLOW COUNTY COUNCIL

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website

<https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km². The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13th largest of the Republic of Ireland's 26 Counties and is the 14th largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2025 annual revenue budget for the local authority is approximately €168 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team



PART-TIME RETAINED FIREFIGHTERS, DUNLAVIN FIRE BRIGADE

REF: 46/2025

PARTICULARS OF SERVICE

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of **Part-Time Retained Firefighters**. It is proposed to form a panel of qualified candidates from which vacancies will be filled during the lifetime of the panel.

QUALIFICATIONS

CHARACTER: Each applicant must be of good character

EDUCATION: Each candidate must have obtained a good standard in general education.

AGE: Each applicant must not be less than 18 years on the closing date for receipt of application forms.

Candidates should not be more than 55 years of age on the latest date for receipt of applications.

HEALTH: Each applicant must be free from any defect or disease which would render him / her unsuitable to hold the post and must be physically fit. Before being accepted, he / she will be required to pass a medical examination and any further medical examinations required during his / her employment with the Fire Service.

LOCATION: Candidates **must** reside and work a maximum of 5 minutes of the fire station in which they would like to be stationed.



PRINCIPAL CONDITIONS OF EMPLOYMENT

Wicklow County Council is recruiting for the following Fire Brigade:

- Dunlavin Brigade

Each applicant must submit with their application form, a letter from their employer which states that he/she had no objection to releasing the applicant as necessary to respond to fire calls. The employment is part-time. The initial employment will be for a probationary period of one year. Normal age of retirement for retained fire-fighters is 55 years of age, however in accordance with Circular 04/2024 this may be extended up to 62 years of age, subject to approval and successful occupational health assessments.

The appointment is subject to Garda Vetting. If progressing with appointment, successful candidates will be required to:

1. Attend and successfully complete a Suitability Test
2. Attend and successfully complete a three week Recruit Training Course; and thereafter
3. Attend a two-week Breathing Apparatus Wearers Course; and
4. Attend a one-week Compartment Fire Behaviour Course (usually within the first year of employment).

Scheduled dates will be confirmed.



COMPETENCIES

Key Competencies for the post are set out as follows:

COMPETENCY	BEHAVIOURS
RELEVANT EXPERIENCE	• Technical competence • Dealing with an emergency situation • Administering first-aid • Local Authority general operative/army • Knowledge of health and safety issues • Knowledge of the role
TEAM WORK	All fire fighters form part of a team. Candidates are assessed on the basis of evidence of: • Team working to date in work, school or leisure time activities • Understanding of group dynamics
COMMUNICATIONS INTERPERSONAL SKILLS	• Good communication/ interpersonal skills • Ability to get message across in a clear and concise manner. • Experience to date • Communication expertise at interview
AVAILABILITY & ADAPTABILITY	• Flexibility • Versatility • Adaptability • Experience to date



RECRUITMENT

Please note this competition will be on a rolling recruitment process, interviews will be scheduled on a phase basis. Applications are welcome throughout the year.

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The candidates shortlisted will be invited to attend for interview. The Council will not be responsible for any expenses incurred by candidates in attending for interview.

Candidates at interview will be marked under the following criteria:

- Relevant Experience
- Team Work
- Communications & Interpersonal Skills
- Availability & Adaptability

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.

The life of the Panel will be for one year from the date it is formed, unless otherwise directed by the Chief Executive.

For the purposes 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.



Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should note that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.



DUTIES

1. He / She shall be available and capable at all times when required for attendance at fires or other type incidents.
1. He / She shall operate any duty rostering or availability scheme required by the Local Authority where rostering is in place.
2. Response time to Fire Calls shall generally be 5 minutes after the call is received.
3. He / She will carry one of the Fire Brigade Pocket Alerters at all times and will be responsible to see that it is kept in proper working order at all times.
4. He / She must reside and work sufficiently close to the Fire Station, to enable him / her to respond promptly to all calls. If at any time his / her availability is affected by change of work or any other reason, he / she will be required to resign.
5. He / She will be responsible for items of personal equipment issued to him / her in connection with his / her employment.
6. He / She will carry out all instructions issued to him / her in connection with his / her employment.
7. He / She will attend weekly training sessions at the local fire station, or any other training or courses, as required by the Fire Authority during their employment with the Fire Service.
8. When required, he / she will assist or carry out the cleaning, testing or repair of equipment.
9. He / She shall carry out further duties that may be assigned to him / her from time to time by the Local Authority.
10. He / She will inform his / her employer that he / she is applying for the post.
11. Each member of the fire Brigade will be required to undergo regular medical examinations, as required by the Fire Authority. The medical examination will be carried out by a Doctor nominated by the Fire Authority, who will be responsible for the payment of their fee.
12. Absence from practices or fire calls without good reason will debar payment or retaining fee and continued absence over a six month period will incur dismissal from the Brigade.



REMUNERATION

REMUNERATION OF PART-TIME RETAINED FIRE-FIGHTER INCLUSIVE ANNUAL ALLOWANCE -

Circular EL 07/2025

Annual Retainer:

On recruitment	€16,190
2-4 Years	€17,192
5-7 Years	€18,428
8+	€19,555

Hourly Rate of Attendance:

<i>FIRE</i>				
<i>DRILL</i>	<i>DAY</i>		<i>NIGHT/WEEK-END</i>	
Rate per hour	First Hour	Subsequent Hour	First Hour	Subsequent Hour
€25.52	€51.04	€25.52	€102.08	€51.04

Hourly Attendance at Drills (Double Drill Rate)	€51.04
Community Fire Safety Annual Payment (40 hours at Basic Rate Annually)	€39.26 per Fortnight
Community Fire Safety Payment - Hourly	€25.52

WICKLOW COUNTY COUNCIL RESERVES THE RIGHT TO SHORTLIST CANDIDATES IN THE MANNER IT
DEEMS MOST APPROPRIATE

Please be advised that Interviews may be held in person or online through Microsoft Teams.

Wicklow County Council will send an acknowledgement of your application in the weeks
after the closing date of the competition. If you do not receive any confirmation, please
contact wccrecruitment@wicklowcoco.ie

WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER



FREQUENTLY ASKED QUESTIONS

1. *Who can I contact if I have a query in relation the Recruitment Campaign?*

If you are unclear in relation to any aspect of the recruitment and selection process, please read the briefing document and frequently asked questions carefully before contacting Wicklow County Council's Human Resources Department. If you still need to contact the Human Resources Department please send your query via email in the first instance to wccrecruitment@wicklowcoco.ie.

2. *What happens if I cannot attend a particular stage of the competition?*

The onus is on you to attend for all stages of the recruitment competition at the locations, dates and times notified. Wicklow County Council cannot change dates and times of any particular stage of the process.

3. *I have submitted my Application form, what happens next?*

Wicklow County Council will carry out an eligibility check on all applications to ensure that they meet the minimum qualifications for the post. You do not need to contact the HR Department. If you do not meet the minimum eligibility requirements for the post **based on the information submitted on your application form**, you will not be invited to interview.

Depending on the number of candidates remaining at this stage of the competition it may be necessary to hold a shortlisting process. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview/assessment. The information you supply in the application form will play a central part of the qualifying and shortlisting process.

You may be contacted by email or letter in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification when registering your attendance at the Human Resources Department.

4. *What happens on completion of the shortlisting process?*

Wicklow County Council will contact all applicants advising them of the results of the shortlisting process. If you have been successful at this stage you will be invited for a final interview.

5. *What happens after undertaking the final interview?*

If you qualify at final interview stage you will be placed on a panel and ranked in order of merit. Vacancies may be filled from this panel as they arise and in order of merit. Please note that being placed on a panel is not a guarantee that you will be appointed to the position.



6. *How will Wicklow County Council communicate with me throughout the Recruitment and Selection Campaign?*

Wicklow County Council will contact you when necessary at each stage of the competition either by email or postal. It is strongly recommended that you do not change your email address in the course of this recruitment campaign, as any email will be sent to the email address originally supplied with your application form. It is important to note that the email address you provide when submitting your application form must be one that you can access at all times.

The onus is on the applicant to inform the Human Resources Department of any change in postal address, email address or mobile telephone number throughout the recruitment and selection campaign. This can be done by emailing wccrecruitment@wicklowcoco.ie

The onus is on each applicant to ensure that s/he is in receipt of all communication from Wicklow County Council. Wicklow County Council accepts no responsibility for communication not accessed or received by an applicant.



www.wicklow.ie



wccrecruitment@wicklowcoco.ie



@wicklowcoco



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