



Comhairle Contae Chill Mhantáin  
Wicklow County Council

## CANDIDATE INFORMATION BOOKLET

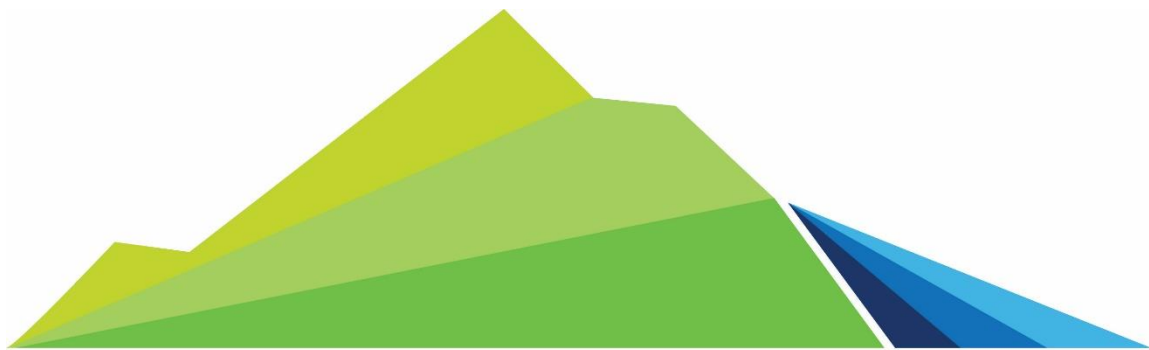
### ASSISTANT CHIEF FIRE OFFICER

**REF: 17/2025**

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Closing Date Extended for receipt of application:

**THURSDAY 17<sup>TH</sup> JULY 2025 - 12 NOON SHARP**



**W I C K L O W**

Human Resources Department, Wicklow County Council

[wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie) | (0404) 20159 | [www.wicklow.ie](http://www.wicklow.ie)



# Comhairle Contae Chill Mhantáin

## 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 km<sup>2</sup>. The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13<sup>th</sup> largest of the Republic of Ireland's 26 Counties and is the 14<sup>th</sup> 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.

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# Comhairle Contae Chill Mhantáin

## Wicklow County Council

### **Assistant Chief Fire Officer**

**Ref: 17/2024**

## **THE POSITION**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Chief Fire Officer.

The Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent and temporary vacancies for the position of Assistant Chief Fire Officer (ACFO) shall be drawn.

The mission of the Fire Service in Wicklow County Council is to operationally protect and rescue persons and property from injury or damage by fire or other emergency, together with delivering a building fire safety management & inspection process for the County.

The assignment of the post will be to the Wicklow Fire Service HQ based in Bray, Co. Wicklow, covering the county as a whole as well as Retained Fire Stations. There are 10 Fire Stations located within the County. Reporting to the Senior Assistant Chief Fire Officer, the Assistant Chief Fire Officer will be required to be a team player in any of the main disciplines of the Fire Service: Operations, Prevention and Major Emergency Management. As an Assistant Chief Fire Officer, the successful candidate will have an important role in the management of staff. The Assistant Chief Fire Officer has responsibility for managing the service delivery and development of functions in the areas as delegated by the Chief Fire Officer and will have to be capable of undertaking the role of Rostered Senior Fire Officer at operational incidents, if required.

In addition to operational duties, much of an Assistant Chief Fire Officer's work is usually in the area of fire safety certification and disability access certification on building construction within Wicklow, together with licencing inspections and community fire safety. This involves ongoing engagement with building professionals and the development of a strong knowledge of the relevant codes of practice and Technical Guidance documents and relevant Regulations. Complaints are also dealt with as they arise.

The appointee will work in a dynamic and progressive local authority which provides a multiplicity of services as outlined above to the inhabitants of County Wicklow and the significant numbers of visitors to the County.

## QUALIFICATIONS

### Character

Each candidate must 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 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-

- (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.

### AND

- (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

## Driving Licence/ Travel

The holder of the office will be required to hold a valid Irish/EU full driving licence for class B vehicles or a licence acceptable to NDLS for exchange, free from endorsement and disqualification. They must be a competent driver and shall drive a motor car in the course of his/her duties and for this purpose, provide and maintain a car to the satisfaction of the Local Authority. The Local Authority must be indemnified on their insurance.

## Duties

- Processing of fire safety certificate applications and use of Building Control Management System/BCMS to assist this process.
- Providing advice to design teams, building owners and occupiers on fire safety matters.
- Carrying out of inspections under the Fire Services Acts, Building Control Act and other relevant legislation (this may include the carrying out of during performance inspections as required), and using professional judgement to assist in resolving fire safety deficiencies for the safety of patrons within buildings.
- Carrying out inspections and risk assessments under the Dangerous Substances Act, 1972.
- Delivering enforcement functions as an authorised officer under relevant legislation and representing the Local Authority appropriately in such activities, including within the Courts Service (and giving evidence in court, where required).
- Represent the Fire Authority in dealing with licence applications and before the Courts and providing professional expert opinion to the Courts if required.
- Special projects and work required to deliver on locally delivered objectives of national schemes and policies in the area of fire prevention/fire safety development/remediation.
- Educating the community on fire safety through Community Fire Safety campaigns.
- Management of such staff as may be assigned.
- Development and promotion of Community Fire Safety initiatives
- Perform duties in relation to operational fire-fighting and emergency management as may be assigned
- Developing and updating pre-incident plans
- Operating the safety management system
- Operate the performance management development system
- Attending training courses as required
- Assisting in emergency preparedness learning and development for staff and stakeholders both inside and outside of the Councils' Fire and Rescue Services.
- Developing effective communications for preparing and responding to major emergencies/serious or protracted interagency incidents;
- Communications with internal and external stakeholders, property owners, the public and the media, senior management, and staff.
- Training of staff, the public and others in relation to fire prevention, management, and any other fire related training.
- Responsibility for Pre-fire Planning in relation to licenses, planning permissions, building enforcement, fire cert etc.
- Delivery of effective fire safety prevention functions to include Licensing under Fire Services and Dangerous Substances Acts, attendance at courts, Inspections and Enforcement as required;
- Procurement of materials, equipment, and services in accordance with national guidelines

- Attend incidents as a rostered senior fire officer if required, on-station training and exercises/events outside of normal working hours. Participation in the Senior Fire Officer's Roster, if required in accordance with the 1996 Rostering Agreement (or as amended)
- Support projects in areas such as Standards Development, Health and Safety Management System, Support systems i.e. Information Management and Technology, Major Emergency Management, Risk Management & Resilience/Business Continuity, New Technology and Fire Service Developments
- Participation on committees or groups working to develop standards or promote safe principles and practices in fire safety, both inside and outside of the County Council;
- Assisting in fire service response and participation in legal or other processes established to deal with building defects pertaining to fire safety
- Supporting energy efficiency and sustainability/climate action initiatives in the county;
- Supporting and implementing the development of the fire prevention activities of the service including policy development and implementation;
- Carrying out such other duties that may be assigned from time to time.

## DESIREABLE SKILLS & EXPERIENCE:

- Excellent communication and interpersonal skills.
- Budgetary Management skills
- Negotiation and leadership skills
- Understanding of Health and Safety legislation and regulations and their application in the workplace
- An ability to prepare and present technical reports
- An ability to interpret and undertake critical analysis of scientific data
- Problem solving skills
- Competence in the operation of ICT Systems.

## COMPLETING A COMPETENCY BASED APPLICATION FORM

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates.

Key Competencies for the post are set out as follows:

- **Management & Change**
- **Performance Through People**
- **Delivering Results**
- **Personal Effectiveness**
- **Knowledge, Experience and Skills**

COMPETENCY	BEHAVIOURS
Management & Change	<p><b>Strategic Ability</b></p> <ul style="list-style-type: none"> <li>Displays the ability to think and act strategically to ensure that their functional responsibility is properly aligned with purpose, mission and vision of the Council.</li> </ul> <p><b>Bringing About Change</b></p> <ul style="list-style-type: none"> <li>Effectively manages the introduction of change, fosters a culture of creativity in employees and overcomes resistance to change.</li> </ul> <p><b>Influencing and Negotiating</b></p> <ul style="list-style-type: none"> <li>Brokers agreement with others, to their team's objectives.</li> <li>Takes a long-term pragmatic view when required.</li> </ul>
Performance through People	<p><b>Managing Conflict</b></p> <ul style="list-style-type: none"> <li>Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction.</li> </ul> <p><b>Communicating Effectively</b></p> <ul style="list-style-type: none"> <li>Recognises the value of and requirement to communicate effectively with all employees.</li> <li>Has effective verbal and written communication skills.</li> <li>Has good interpersonal skills.</li> </ul>
Delivering Results	<p><b>Problem Solving and Decision Making</b></p> <ul style="list-style-type: none"> <li>Can pinpoint the critical information and can address issues logically.</li> <li>Understands the context and impact of decisions made.</li> <li>Acts decisively and makes timely, informed and effective decisions.</li> </ul> <p><b>Delivering Quality Outcomes</b></p> <ul style="list-style-type: none"> <li>Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement.</li> <li>Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.</li> </ul>
Personal Effectiveness	<p><b>Qualifications and Knowledge</b></p> <ul style="list-style-type: none"> <li>Achieves a proficient level of knowledge, skills and formal qualifications, where necessary.</li> <li>Engages in regular critical reflection on feedback and experiences in the workplace and acts on these to enhance personal development.</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>Is honest and trustworthy in all dealings.</li> <li>Adopts an even-handed approach and is fair, consistent and open in all matters.</li> <li>Models and promotes appropriate social, ethical and Council standards in all interactions.</li> <li>Demonstrates a strong commitment to delivering an effective Public Service.</li> </ul>

	<b>Personal Motivation, Initiative and Achievement</b> <ul style="list-style-type: none"> <li>• Is enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Does more than is required or expected, anticipating situations and acting to pre-empt problems.</li> <li>• Takes action within the bounds of own ability.</li> <li>• Creates new opportunities.</li> </ul>
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structure and functions of local government including service requirements.</li> <li>• Knowledge of current local government issues.</li> <li>• Understanding of the role of an Assistant Chief Fire Officer</li> <li>• Understanding key challenges facing the local government sector and Wicklow County Council.</li> <li>• Knowledge and experience of operating ICT systems</li> </ul>

## PRINCIPAL CONDITIONS OF EMPLOYMENT

A panel may be formed from which future Assistant Chief Fire Officer positions may be filled. The position will be fulltime and pensionable.

### Probation:

Where persons who are not already permanent officers of a Local Authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect, during which such persons shall hold office on probation;
- (b) such period shall be six months but the Chief Executive may, at her discretion, extend such period;
- (c) such persons shall cease to hold such office at the end of the period of probation, unless during such period, the Chief Executive has certified that the service of such persons is satisfactory.

### Salary: €59,067 – €82,108 per annum includes 2<sup>nd</sup> LSI EL 03/2025

The salary shall be fully inclusive and shall be as determined from time to time in line with national policy. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Starting pay shall be determined in accordance with appropriate Departmental Circular letters. New Entrants will be placed on the minimum of salary scale.

**Hours of Work:**

The person appointed will be required to work a 35 hour week Monday to Friday (which equates to 7 hours per day) or as may be adjusted in line with any future national policy. There may be a requirement to work additional hours from time to time for which Time In Lieu will apply. No overtime applies to this post.

The successful candidate may be placed on a Senior Fire Officer roster. This is a 24 hour on-call system for which remuneration is paid in accordance with the appropriate Circular Letters. If placed on this roster the successful candidate must abide by the procedures pertaining to same.

**Garda Vetting:**

Candidates will be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of satisfactory Garda Vetting, particularly to determine suitability to work with children/vulnerable adults.

**Work Permit**

All non-EU/EEA citizens must hold a valid work permit prior to and for the duration of their contract. The work permit must allow you to work full time for Wicklow County Council. It is the responsibility of individual employees to ensure that you have a valid work permit. If at any stage during your contract you cease to hold a valid work permit you must immediately advise Wicklow County Council and your employment will cease with immediate effect.

**Health:**

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.

**Residence:**

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

**Annual Leave:**

Annual leave entitlement will be 30 days per annum exclusive of public holidays and Good Friday.

**Retirement Age:**

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 and the Public Service Superannuation (Age of Retirement) Act 2018, are subject to a compulsory retirement age of 70 years.

With effect from 1st January 2013, persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line

with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

### **Superannuation:**

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 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).

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 the 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).

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 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.

## **RECRUITMENT PROCESS**

Selection shall be by means of a competition based on interview. A panel may be formed on the basis of such interviews, from which permanent vacancies may be filled.

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.

**Interviews may be held in person or by online process through Microsoft Teams.** The Council will not be responsible for any expenses incurred by candidates in attending for 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 lifetime 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.**

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.

**In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.**

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

**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](mailto: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. You will be contacted by email 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 by email. 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](mailto: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](http://www.wicklow.ie)



[wccrecruitment@wicklowcoco.ie](mailto:wccrecruitment@wicklowcoco.ie)



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