

**Candidate Information**

**Assistant Chief Fire Officer**

**Closing Time and Date:**

**4.00pm on Friday 1st April 2022**

Monaghan County Council is committed to a policy of equal opportunity.

**Person Profile**

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

**Duties**

The duties of an Assistant Chief Fire Officer are to give to the local authority and

a) such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act 2001 and Local Government Reform Act 2014, is Chief Executive, and

b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional employee, such fire or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned. These duties shall be the exercise or performance of any of the local authority’s powers, functions and duties, including the duty of assisting the appropriate Senior Fire Officers, in the supervision of the engineering, fire or cognate services of any of the foregoing local authorities or bodies. In addition, when required to do so, the successful candidate will be required to perform the duty of acting for appropriate professional employees of higher rank during the absence of such employees of higher rank.

Holders of the post will also be required to perform duties in relation to fire operation, fire Prevention, Civil Defence 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:

* Management of fire service operational activities in accordance with Fire Service Operational Plan.
* Inspections in accordance with the Fire Service Act 1981 & 2003, Building Control Act 1990, and Monaghan County Council’s Community Fire Safety Policy (including during performance inspections), and give evidence in court where required.
* Give advice and talks on fire safety to all members of our community which maybe out of normal working hours.
* 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.
* Attend incidents as an authorised rostered senior fire officer, drill nights and exercises out of normal working hours.
* Validate and process Fire Safety Certificates, Disability Access Certificates and Commencement Notices in accordance with the Building Control Regulations 1977 -2014
* 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 to incorporate both management and operation of (ISO 45001) Safety Management Systems.
* Management of Monaghan County Council’s Major Emergency Plan (MEM) and organising and participating in both local and regional MEM training and exercises.

**The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above and to take instruction from and report to an appropriate officer or such designated officer as may be assigned from time to time by Monaghan County Council.**

**Rostering Agreement**

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

this employment.

**Post of Assistant Chief Fire Officer**

**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, Experience and Qualities**

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

(a) Hold, in the National Framework of Qualifications:

(i) a degree at Level 8 in engineering, architecture, or other building construction related discipline, or

(ii) a professional qualification equivalent to one of the foregoing awarded by the relevant professional body, or

(iii) a degree at Level 8 in a science or technology related discipline including, physics, chemistry, environmental or computer science, information communications technology; or a fire related discipline including fire safety, emergency management or emergency services, or

(iv) a degree at Level 8 together with a Level 9 qualification in a fire related discipline including fire safety, emergency management or emergency services.

(b) Have a satisfactory knowledge of one or more of the following:-

* 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.

PARTICULARS OF OFFICE

**THE OFFICE**

A panel will be formed from which permanent or temporary vacancies arising during the lifetime of the panel may be filled.

The holder of the post will be required to serve in the Fire Station, Annahagh Roundabout, Annahagh, Monaghan, or wherever assigned by the local authority.

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his/her duties as a local authority employee.

The Assistant Chief Fire Officer will be an employee of the Local Authority and subject to the terms and conditions of the Local Authority including re-assignment within the Authority.

**SALARY**

The salary shall be fully inclusive and shall be as determined from time to time. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy. Holders of the post 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 post or in respect of any services which they are required by or under any enactment to perform.

The current salary scale for the position is: €51,549 - €53,425 - €55,300 - €57,179 - €59,058 - €60,934 - €62,814 - €64,683 - €66,570 - €68,442 - €70,600 (LSI 1) - €71,656 (LSI 2)

**RESIDENCE**

The post holder shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof.

### SUPERANNUATION CONTRIBUTIONS

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.

Person 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 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)

All persons who become pensionable officers of a local authority are required in respect of the Local Government (Spouses and Children’s Contributory Pension) Scheme 1986 to contribute to the local authority at the rate of 1.5% of their pensionable remuneration or net pensionable remuneration whichever is relevant and in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority for the 1st time on or after the 1st January 2013 are liable to pay the Class A rate of PRSI contribution and will be required in respect of superannuation to contribute at the rate of 3% of 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).

**PROBATION**

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

(a) there shall be a period after such appointment takes effect during which such persons shall hold such position on probation,

(b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,

(c) such persons shall 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 persons is satisfactory.

**HEALTH**

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

**ANNUAL LEAVE**

The annual leave entitlement for this post will be 30 days per annum.

**RETIREMENT AGE**

Retirement age will be determined on previous Public Sector Service (if any) and will be advised on appointment.

**HOURS OF WORK**

The successful candidates’ normal hours of work will be 37 hours per week. The Council reserves the right to alter the hours of work from time to time.

**DRIVERS LICENCE**

Holders of the office shall hold a full unendorsed driving licence for Class B vehicles and shall provide and maintain their own car.

**TRAINING**

Successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

**GARDA VETTING/CHILD PROTECTION**

Successful candidates will be subject to the Garda Vetting Procedures and will be required to complete Appendix V1 of the County Council’s Child Protection Policy.

**SELECTION**

(i) Selection of candidates for appointment shall be by means of a competition based

on an interview conducted by or on behalf of Monaghan County Council.

1. A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may be appointed to this post. The panel will cease to exist when the post(s) which are the subject of this competition are filled.
2. Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates short-listed will be called for interview.

**ACCEPTANCE OF OFFER OF EMPLOYMENT**

Monaghan County Council 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, Monaghan County Council shall not appoint them.

**RESTRICTIONS ON ELIGIBILITY**

Candidates should note that anyone who has taken part in the public service early

retirement schemes set out below is not eligible to take part in this competition.

**Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in

Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred

from applying for another position in the same employment of the same sector.

Therefore, such retirees may not apply for this position.

**Department** **of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a

Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes

(VRS). It is a condition of the VER scheme that persons availing of the scheme will not be

eligible for re-employment in the public health sector or in the wider public service or in

a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the

prohibition is for a period of 7 years, after which time any re-employment will require

the approval of the Minister for Public Expenditure and Reform. People who availed of

either of these schemes are not eligible to compete in this competition.

**Declaration:**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**SHORTLISTING**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. 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, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council may provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of 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. **It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.**

***The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.***

**ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

* An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
* Information provided by a candidate in their application form will be used for the purpose of the Assistant Chief Fire Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.
* The onus is on each applicant to ensure that she/he is in receipt of all communication from Monaghan County Council. Monaghan County Council does not accept responsibility for communications not accessed or received by an applicant.
* **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Monaghan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

To make a request to access your personal data please submit your request by email to: [dataprotectionofficer@monaghancoco.ie](mailto:dataprotectionofficer@monaghancoco.ie) ensuring that you describe the record(s) you seek in the greatest possible detail to enable us to identify the relevant record(s).

**Note - Canvassing:**

***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 candidate’s favour any officer 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***

**INFORMATION SHEET – COMPETENCY FRAMEWORK & REQUIREMENTS**

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| 1. Strategic Management and Change | Strategic Ability  Displays the ability to think and act strategically. Can translate strategy into operational plans and outputs. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.  Political Awareness  Has a clear understanding of the political reality and context of the organisation.  Networking and Representing  Develops and maintains positive and 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.  Bringing about Change  Demonstrates flexibility and an openness to change. Develops and initiates change management programmes to meet end objectives. Influences others and fosters commitment to change. |
| 2. Delivering Results | **Problem Solving and Decision Making**  Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.  **Operational Planning**  Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. Delegates, tracks and monitors activity. Establishes high quality service and customer care standards.  **Managing Resources**  Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drives and promotes reduction in cost and minimisation of waste  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, identifies learning and implements improvements required |
| 3. Performance through People | Leading and Motivating  Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility and a strong customer service ethos.  Managing Performance  Effectively manages performance including underperformance or conflict. Empowers and encourages people to deliver their part of the operational plan.  Communicating Effectively  Recognises the value of communicating effectively with all employees. Actively listens to others. Has highly effective verbal and written communication skills.  Presents ideas clearly and effectively to individuals and groups. |
| 4. Personal Effectiveness | Relevant Knowledge  Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.  Resilience and Personal Well Being  Demonstrates appropriate and positive self-confidence. Remains calm under pressure and 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  Personal Motivation, Initiative and Achievement  Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved |