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**KERRY COUNTY COUNCIL**

**COMHAIRLE CONTAE CHIARRAI**

**Assistant Chief Fire Officer**

**Príomhoifigeach Cúnta Dóiteáin**

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| **Kerry County Council** |

County Kerry has a population of approximately 147,000 people in an area covering 4,700 square kilometres and Kerry County Council is responsible for the delivery of the full range of local government services.

Kerry 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 Kerry, 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.

The 2021 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 and capital expenditure in the region of €150 million is proposed for 2021.

Kerry County Council has an elected body comprising of thirty-three Councillors and employs a workforce in excess of 1300 employees, currently covering 5 Municipal Districts – Tralee, Killarney, Listowel, Kenmare and Castleisland - Corca Dhuibhne.

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| **Kerry Fire & Rescue Service** |

The mission of the Fire and Rescue Service in Kerry 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 inspection and overview process for the County. The normal revenue budget for the operation of the fire service is in the order of €7m.

There are ten fire stations with a combined operational staff of 108 members, the majority of whom are Retained. The headquarters in Tralee is staffed by a multi-disciplined team including Fire Officers, administrative and technical support staff and Brigade Mechanics, under the control and supervision of the Chief Fire Officer.

The service operates a vehicle fleet of 35 vehicles including water tankers, hydraulic platforms, 4-wheel drive jeeps, and 13 front-line pumping appliances.

In addition to operational duties, much of a senior officer’s work is usually in the area of fire safety certification and disability access certification on building construction within Kerry, 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 and standards. 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 Kerry and the significant numbers of visitors to the County.

**Appointments:** A panel may be formed on the basis of interviews, from which both permanent and/or temporary offers of employment may be made.

**Salary:** €50,534 - €70,245 - with annual increments payable subject to satisfactory overall performance, attendance, etc.

Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale. Where the person being appointed is a serving local authority employee, normal starting pay rules will apply.

**Annual Leave:** 30 days per annum

**Hours of Work:** While the normal working week will constitute 37 hours, the appointee will be required to work the hours directed by the Chief Executive of Kerry County Council, which will include hours outside of the normal working day associated with the responsibilities and requirements of the post.

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| **The Person** |

Reporting to the Chief Fire Officer or such designated person as may be assigned from time to time by the Chief Executive, the ideal candidate should have satisfactory experience of working with multi-disciplined teams and have a good working knowledge, or demonstrate an ability to acquire a good working knowledge, of the legal, regulatory and governance framework within which Kerry County Council operates and adheres to corporate policies, protocols and procedures.

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

**Education/ 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
6. have a satisfactory knowledge ofone 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 five years’ satisfactory relevant experience, including adequate experience in at least one of the areas specified at (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

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| **Duties & Responsibilities** |

The Assistant Chief Fire Officer may be assigned responsibilities associated with Fire Prevention, Fire Service Operations, and Major Emergency Management. Specific duties may include, but are not be limited to:-

* management of such staff as may be assigned, including implementing the Performance Management Development System
* being responsible for Fire Station and Drill Yard Maintenance
* organising training courses and arranging for personnel to attend such courses
* dealing with daily operational issues as they arise
* management/updating of rosters as required
* dealing with Industrial Relations with local union representatives and engaging with Fire Services Management and the Human Resources Department as appropriate
* performing duties in relation to operational fire-fighting and emergency operations as may be assigned
* participating in the Rostered Senior Fire Officer Rota if required
* organising maintenance of equipment and appliances including standard tests
* generating specifications for new appliances and liaising with coach-builders during the build phase
* overseeing introduction of new equipment to the Fire Service and organising relevant training
* carrying out risk assessment of new equipment
* sourcing and issuing protective clothing and uniforms
* investigating personnel and vehicle accidents
* checking fire reports
* generating Brigade Orders
* assessing Planning and Fire Safety Certificate applications
* providing advice to design teams in relation to Fire Safety matters
* inspecting buildings under the Fire Services Act, the Building Control Act, Dangerous Buildings and Dangerous Substances legislation and carrying out all necessary follow-up actions
* assessing licence applications
* representing Kerry County Council in District and Circuit Courts on matters pertaining to Fire Safety
* carrying out pre-fire planning
* preparing progress reports and attending meetings as required
* implementing Major Emergency Management on behalf of the Council
* implementing the Fire Services Change Programme
* giving advice and talks to members of the public in relation to Fire Safety
* dealing with queries from the public, public representatives etc.
* promoting and implementing any inter-county and inter-agency co-operation

In addition, appointees will be required to

* comply with Health and Safety legislation at all times
* ensure an efficient and effective response to all stakeholders
* participate in corporate activities and responsibilities appropriate to their grade
* undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
* deputise for other employees of a higher grade as required

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| **Format of the Competition** |

Following the closing date for receipt of completed application forms, Kerry County Council will examine all applications having regard to the requirements as set out above.

Should a candidate’s application be deemed valid they will be considered for interview.

Depending on the number of applications received, shortlisting may apply based on information supplied on the application form and having regard to experience indicating suitability for the role of Assistant Chief Fire Officer.

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| **Interview** |

Candidates invited to participate in the interview process will be expected to demonstrate the following knowledge, skills, and experience: -

* **Understanding of the role of Assistant Chief Fire Officer**
* **Technical Knowledge and Expertise**

Candidates should have satisfactory knowledge and experience in one of more of the following:

* Principles and practices of fire safety
* Building design and construction
* Technological and industrial processes
* Telecommunications and information technology
* Fire service operations
* **Judgement and Decision Making**

Candidates should have the ability to pinpoint critical information, address issues logically, and understand the context and impact of decisions made. They should have the capacity to act decisively when dealing with complex information and multiple stakeholders. They should also be able to evaluate current work practices to identify changes that could be made to help them run more efficiently.

* **Interpersonal and Communication Skills**

Candidates will be required to demonstrate that they show respect and maintain composure when dealing with customers and work colleagues. They will also need to show an ability to be assertive and communicate in a clear and confident manner and actively listen and deal with information in a constructive manner.

* **Delivery of Results**

Candidates must demonstrate proven experience of delivering results on time and to a high standard through an ability to plan and prioritise work schedules to ensure the efficient use of all resources available and delivering on objectives even with multiple or conflicting demands. They should also be able to show that they take responsibility for their own work and for ensuring the productive input of their team(s).

* **Knowledge and understanding of the functions of Local Government**
* **A strong customer service ethos**

Candidates will be assessed and marked on the basis how they demonstrate their knowledge, skills, and experience at interview.

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| **General Information** |

Kerry County Council will not be responsible for any expense, including travelling expenses, which candidates may incur in connection with their candidature. Candidates will be asked for details of any special requirements which they may have in attending for interview.

Candidates invited to attend for interview may be asked, at any stage of the recruitment process, to supply further documentation in relation to their academic qualifications, employment history, etc.

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting if appropriate.

Appointees will be required to undertake travel as required in line with their duties, and in that regard must hold a full driving licence, EU Model for Class B Vehicles.

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 result in disqualification from the competition, withdrawal of employment offered, or dismissal.

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate’s instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour, any member of the staff of Kerry County Council or person nominated by Kerry County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

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| **Closing Date** |

The Application Form is available on Kerry County Council’s website at [www.kerrycoco.ie](http://www.kerrycoco.ie)

Please be advised that only typed applications received by email and on the official application form will be accepted – appended CVs will not be considered under any circumstances.

Emails, with attached Application Forms should be addressed to [recruitment@kerrycoco.ie](mailto:recruitment@kerrycoco.ie) and must be received before **5.00pm on Thursday, 13 May 2021.**

Please ensure that **Assistant Chief Fire Officer** is referenced in the subject line of the email.

All applications will be acknowledged by email after the closing date has passed. Applicants who do not receive an acknowledgement within **SEVEN DAYS** of the closing date, should contact the Human Resources Department.

**Responsibility for ensuring that applications are received on time rests with the applicant.**

##### KERRY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

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