



NAME OF POSITION: SUB OFFICER – DUBLIN FIRE BRIGADE, DUBLIN CITY COUNCIL

POSITION No: 55/2021

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON
FRIDAY, 10TH DECEMBER 2021**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED EMPLOYEES, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR **SUB OFFICER – DUBLIN FIRE BRIGADE** MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin Fire Brigade (DFB) provides a fire and emergency service for the population of the four Dublin Local Authorities – Dublin City Council itself, Fingal County Council, South Dublin County Council and Dún Laoghaire-Rathdown County Council. It provides an emergency ambulance service, as an agent of the Health Services Executive (HSE). The Fire Brigade also responds to incidents involving water rescue, high line rescue, road traffic collisions, flooding and chemical incidents.

Dublin Fire Brigade aims to protect the communities, businesses, infrastructure and industry of the four local authority areas covering an area of 925 square kilometres with a population of 1.3 million and just under 500,000 households. To facilitate the provision of this service, 365 days per year, 24 hours per day, DFB employs over 1,000 personnel working in six districts, with 12 full-time Fire Stations, two retained (part-time) Fire Stations, a Training Centre, the East Region Communications Centre (processing in excess of 175,000 calls annually), a Fire Prevention Section, an Administration Section, Workshops and a fleet of 125 vehicles.

In addition, the DFB seeks to ensure adequate and appropriate fire safety in buildings and other structures by processing Fire Safety Certificate applications and enforcing relevant fire safety legislation, on behalf of the four Dublin Local Authorities. The service is also committed to reducing the number of fires and losses caused by fires by promoting and supporting fire prevention and community fire safety, working closely with the local communities, schools and other organisations/agencies.

THE JOB

The Role of the Sub Officer in the delivery and management of emergency services and resources of Dublin Fire Brigade is critical in meeting the demands and expectations of the brigade and the wider community that the brigade serves.

The principle roles assigned to the Sub Officer are management of resources both human and material, responding to and taking control of emergency incidents, maintaining resources in a state of operational readiness and safety, health and welfare.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications:-

- (a) have completed and successfully passed the Sub Officer examination;
- (b) have completed seven years' service as a Firefighter / Paramedic in Dublin Fire Brigade at the closing date of application;
- (c) have a good knowledge, experience and understanding of all aspects of fire, rescue and ambulance operations, including command and control at incidents, and fire and ambulance service management;
- (d) have a good knowledge, experience and understanding of all aspects of fire and rescue training, including emergency medical services training;
- (e) have a good working knowledge of the current legislation relating to all aspects of Fire, Rescue and Emergency Medical Services;
- (f) have a good working knowledge of current ISO Quality standard procedure relating to all aspects of Dublin Fire Brigade's Fire, Rescue and Ambulance service;
- (g) possess good organisational and planning skills;
- (h) have the ability to organize work and work schedules in an efficient manner;
- (i) have the ability to work as part of a team;
- (j) be capable of report writing and have good presentation / instruction skills;
- (k) have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;

AGE:

Any candidate who reaches the age of 55 Years prior to appointment may be eligible to apply for an extension.

DUTIES

The duties of the post include, but are not limited to, the following: -

- responsibility for assisting the Station Officer in the operational and administrative efficiency of the Fire, Rescue and Ambulance service on station;
- responding to multiple types of emergency incidents as an officer in charge of a crew:
- taking charge of any incidents pending the arrival of a more senior officer and remaining in charge until relieved formally by the senior officer;
- being responsible for the Health, Safety and Welfare and management of staff in their station;
- producing appropriate reports and briefing senior officers when required;
- encouraging and supporting crews by helping the crew evaluate their performance and debrief after fires or other tasks;
- responsibility for updating and maintaining all records including District Plans pertaining to their duties;
- being responsible for upholding the public image of Dublin Fire Brigade and Dublin City Council in all dealings with both the public and the media;
- responsibility for liaising in a professional manner with all other relevant services e.g. An Garda Síochána, Health Services Executive;
- attending training courses when required;
- providing training as instructor both on station or in the Brigade Training Centre, when required;
- provide mentoring and coaching to new entrants, subordinates and other junior officers as required;
- responsibility for the implementation of Dublin City Council / Dublin Fire Brigade policy and procedures;
- attending court to give evidence in relation to any proceedings in relation to the above duties;
- take up other non-operational Sub Officer positions on temporary secondment if required;
- acting up to a more senior rank as required;
- such other duties as may be assigned from time to time.

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 instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive 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 referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services 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 and to exercise such powers, functions and duties as may be delegated to him or 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 holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- Posts of **Sub-Officer** will be filled from this internally advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form, will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possesses the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

EXAMINATION

The examination for **Sub Officer, Dublin Fire Brigade**, will be a multiple choice based examination. Candidates will be presented with 100 multiple choice questions, selecting one correct answer from a possible four. The examination will be taken on-line at an appointed examination centre and will have a pass mark of 80%. Candidates must achieve the 80% pass mark to be eligible to proceed to the interview stage.

INTERVIEW

Interviews for **Sub Officer, Dublin Fire Brigade**, will be competency based and marks will be awarded under the following skill sets identified for the position:

- Management Skills
- Interpersonal Understanding and Communication
- Decision Making and Judgement
- Technical Knowledge and Experience
- Organisational Awareness

The City Council will not be responsible for any expenses a candidate may incur in attending for interview. Dublin City Council shall require persons to whom appointments are offered to take up such appointments immediately and if they fail to take up appointment immediately or within such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

SALARY

The salary scale for the position of Sub Officer, Dublin Fire Brigade, is:-

Wage scale €2,123.96 per fortnight

In addition to basic pay additional payments may be made in respect of night and week-end duties.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point. Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. The holder 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 the post or in respect of any services, which they are required by or under any enactment to perform.

All applicants must refer to the Additional Candidate Information Booklet, which can be found on Dublin City Council's Digital Recruitment Platform, for additional relevant information pertaining to the salary scale and the recruitment process.

HOURS OF ATTENDANCE

Hours of duty will be determined by duties assigned and will be in accordance with existing or future agreements.

PARTICULARS OF POSITION

- (a) The post is wholetime, permanent and pensionable.
- (b) Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.
- (c) Persons appointed will cease to hold the post on reaching the relevant retirement age as determined under the Superannuation Scheme.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.

- Any attempt by a candidate themselves 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 employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment during interviews or on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- 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.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

CLOSING DATE

All applications must be made through Dublin City Council's official Digital Recruitment Platform.

For any queries please contact hrqueries@dublincity.ie

Applications must be submitted before Midnight on Friday, 10th December 2021.