



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

## NAME OF POSITION: EXECUTIVE FIRE PREVENTION OFFICER- DUBLIN FIRE BRIGADE, DUBLIN CITY COUNCIL

POSITION No: 56/2022

INFORMATION BOOKLET

CLOSING DATE: MIDNIGHT ON  
FRIDAY 15<sup>TH</sup> JULY 2022

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR EXECUTIVE FIRE PREVENTION OFFICER 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](http://www.dublincity.ie)

### BACKGROUND

**Dublin Fire Brigade** provides the fully integrated Fire-EMS (Fire-Emergency Management System) and Emergency Rescue Service for the four Dublin Local Authorities: Dublin City, Fingal, South Dublin and Dun Laoghaire-Rathdown County Councils. Dublin Fire Brigade protects the communities, businesses, infrastructure and industry of the four local authority areas covering an area of 356 square miles with a population of 1.3 million and 493,504 households.

To facilitate the provision of this service Dublin Fire Brigade employs personnel working in six districts with twelve full-time stations, two retained (part-time) stations, Training Centre, East Region Communications Centre, Fire Prevention, Administration and Workshops with a fleet of vehicles. Dublin Fire Brigade also responds to incidents involving water rescue, high line rescue, road traffic collisions, flooding, chemical incidents and marine emergency response.

In addition to the operational running of the Brigade, Dublin Fire Brigade ensures adequate fire safety in buildings and other structures by enforcing relevant fire safety legislation. The Brigade is also committed to promoting and providing community fire safety by working closely with the local communities, schools and other agencies to make certain the public are aware of vital safety information to help keep them and their families safe.

### THE JOB

The **Fire Prevention Section** within Dublin Fire Brigade, ensures adequate fire safety in buildings and other structures and is governed primarily by the Fire Services Act, 1981 and the Building Control Acts 1990 to 2014.

The Fire Services Act, 1981 places a duty of care on every person having control over certain premises, to take all reasonable measures to guard against the outbreak of fire on the premises, and to ensure as far as is

reasonably practicable, the safety of persons on the premises in the event of fire. The Building Control Acts 1990 to 2014 provide a statutory basis for the Building Regulations. The Fire Prevention Section is responsible for administration and enforcement of the fire safety provisions of the Building Control Acts 1990 to 2014 for most buildings except houses.

Reporting to a **Senior Executive Fire Prevention Officer**, or such designated persons as may be assigned from time to time, the Executive Fire Prevention Officer will work as part of a team within the Fire Prevention Section. They will also be required at times to work independently on their own initiative as circumstances demand. The Executive Fire Prevention Officer will also be responsible for supervising and mentoring a team of Assistant Fire Prevention Officers.

### **THE IDEAL CANDIDATE SHALL**

- have an ability to work on their own initiative and within a multi-disciplinary team and have the ability to motivate and encourage others to achieve maximum performance;
- have strong interpersonal and communication skills;
- have a good working knowledge or demonstrate an ability to acquire a good working knowledge of the legal, regulatory and governance framework within which the City Council operates and adhere to corporate policies, protocols and procedures;
- possess strong IT skills;
- 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;
- have an understanding of the role and duties of managers in safety management in the workplace;
- have the ability to manage financial resources within a budgetary control framework;
- on the date of appointment possess a current unendorsed full driving licence (Category A1, A and/or B) as they may be required to drive in the course of their duties.

### **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) hold a recognised degree (level 8 in the National Framework of Qualifications) in engineering or architecture or a recognised degree (level 8 in the National Framework of Qualifications) in the final examination for which they obtained at least a pass in chemistry or physics taken at honours level, or a qualification equivalent to one of these,
- (b) have at least five years satisfactory experience, including adequate relevant experience involving one or more of the following: -

- fire-fighting techniques,
  - fire resistance of buildings or structures,
  - hydraulics and water supplies,
  - design and construction of buildings,
  - technological or industrial processes, and
- (c) have a high standard of technical training.
- (d) have an awareness of Health and Safety Legislation and Regulations and their application in the workplace.

## **DUTIES**

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

- i) Administration and implementation of the Building Control Acts 1990 to 2014, Building Regulations 1997, Fire Services Act 1981 and 2003 and other legislation with regard to validation, assessment, inspections and prosecutions under the legislation, including the following: -
- ii) Assessment of Fire Safety Certificate applications under the Building Control Acts 1990 to 2014;
- iii) Carrying out of inspections to ensure adequate fire safety in buildings and other structures;
- iv) Undertaking during performance inspections of licensed premises e.g. Public Houses, Night Clubs and Restaurants etc;
- v) Processing licensing applications under the Fire Services Act 1981-2003;
- vi) Advising and inspecting at major indoor and outdoor events including organised fireworks displays etc;

### **Other duties include:**

- liaising with other departments in Dublin City Council and other local authorities in the greater Dublin area with regard to Fire Prevention and undertaking inspections for same;
- liaising with operational staff in Dublin Fire Brigade in relation to inspections and other matters;
- inspections and investigations in relation to fire safety complaints received and other matters;
- attendance at court to give evidence in relation to any proceedings in relation to the above duties;
- development and management of staff, including disciplinary matters and absenteeism management;
- assisting in the development and review of strategy, policies and functions;
- attending training courses as required;
- development and promotion of Community Fire Safety;
- carrying out such other duties that 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 **Executive Fire Prevention Officer** will be filled from this publicly 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 and / or shortlist candidates 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 possess 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.

## **INTERVIEW**

The interview will be competency based and marks will be awarded under agreed competencies;

- Management & Change
- Delivering Results
- Performance through People
- Personal Effectiveness
- Knowledge, Skills & Experience

**Please see pages 7 & 8 of the Candidate Information Booklet for more details.**

## SALARY

The salary scale for the position of **Executive Fire Prevention Officer** is:

€51,549; €53,425; €55,300; €57,179; €59,058; €60,934; €62,814; €64,683; €66,570; €68,442 (Maximum); €70,600 (1<sup>st</sup> LSI) (after 3 years satisfactory service on the Maximum); €71,656 (2<sup>nd</sup> LSI) (after 3 years satisfactory service on the 1<sup>st</sup> LSI).

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 public service 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.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **37hours per week**.

**All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.**

## PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

## 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](mailto:hrqueries@dublincity.ie)

**Applications must be submitted before Midnight on Friday, 15<sup>th</sup> July 2022.**

## COMPETENCY FRAMEWORK

<p><b>Management &amp; Change</b></p>	<p>Think and act strategically from a management and engineering perspective.</p> <p>Implement agreed strategies to meet objectives and the ability to expand and improve the range, quantity or quality of existing services</p> <p>Clear understanding, awareness, and experience of practical reality of delivery and promotion of services.</p> <p>Political awareness, have clear understanding of political reality and context of the organisation and develops and maintains positive, productive, and beneficial working relationships with all stakeholders.</p> <p>Effectively manage the introduction of change and demonstrate flexibility and openness to change</p>
<p><b>Delivering Results</b></p>	<p>Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</p> <p>Pinpoint critical information and address issues logically. Understand the context and impact of decisions made. Act decisively and makes timely, informed and effective decisions.</p> <p>Manage the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drive and promote reduction in cost and minimisation of waste.</p> <p>Promote the achievement of quality outcomes in delivering services. Organise the delivery of services to meet or exceed the required standard. Evaluate the outcomes achieved, identify learning and implement improvements required.</p>
<p><b>Performance Through People</b></p>	<p>Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.</p> <p>Effectively manage team performance including underperformance or conflict.</p> <p>Have highly effective verbal and written communication skills and present ideas clearly and effectively to individuals and groups.</p> <p>Work in a multi-discipline team environment.</p>
<p><b>Personal Effectiveness</b></p>	<p>Take initiative and seek opportunities to exceed goals.</p> <p>Manage time and workload effectively and operate in an environment with significant complexity and pace.</p> <p>Maintain a positive, constructive and enthusiastic attitude to their role.</p> <p>Behave in an honest, trustworthy, and respectful manner and is transparent, fair, and consistent in dealing with others.</p>

<b>Knowledge, Skills &amp; Experience</b>	Technical Knowledge and Technical training in regard to Fire Safety  Knowledge of Local Government Sector.  Knowledge and awareness of key topical and priority issues.  Understanding of political reality / context of issues.  Understanding of role of Executive Fire Prevention Officer in Dublin City Council
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