



## NAME OF POSITION: CHIEF FIRE OFFICER (6 MONTH ASSIGNMENT) DUBLIN CITY COUNCIL

POSITION No. 77/2025

### INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON  
THURSDAY, 9<sup>TH</sup> OCTOBER 2025**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, ON THE OFFICIAL FORM, FROM SUITABLY QUALIFIED EMPLOYEES WHO WISH TO BE CONSIDERED FOR A TEMPORARY ASSIGNMENT AS CHIEF FIRE OFFICER FOR A PERIOD OF 6 MONTHS, OR UNTIL THE POST IS FILLED ON A PERMANENT BASIS, WHICHEVER IS THE SOONER.

**Dublin** is a major European Union capital city with a vibrant culture and 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, Emergency Ambulance and Rescue Service for the four Dublin Local Authorities: Dublin City, South Dublin, Fingal and Dún Laoghaire- Rathdown County Councils. To facilitate the provision of this service they employ approximately 1,000 personnel working in 6 districts with 12 full-time stations, 2 retained (part-time) stations, Training Centre, East Region Communications Centre, Fire Prevention, Administration and Workshops with a fleet of 115+ vehicles.

Dublin Fire Brigade provides a response to a diverse range of emergencies along with fighting fires and responding to Emergency Ambulance incidents. It 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 ROLE:

The Chief Fire Officer has overall responsibility for the day-to-day running of the FES including the following:

- the 24/7/365 operation of the fire service in accordance with agreed control standards
- the emergency ambulance service as an agent of the HSE
- the East Regional Communications Centre, which responds to more than 159,000 calls annually
- the Fire Brigade Training Centre, which is the largest fire training facility in Ireland
- the Fire Prevention Section, which is responsible for statutory regulation of fire safety in the building stock

In addition to the above, the Chief Fire Officer has been delegated responsibility for:

- the Dublin Civil Defence service
- the co-ordination of the Framework for Major Emergency Management

The Chief Fire Officer leads the management team for the FES and is responsible for delivering on all aspects of the fire, rescue, emergency ambulance and fire prevention services it provides. The complexity and scale of the FES combined with demands for the highest standards of emergency response, fire safety enforcement and general service delivery require strategic decision-making, leadership, organisation skills, drive and enthusiasm. Responsibility for service delivery, general management, as well as planning and management of change within the service, falls directly within the remit of the Chief Fire Officer.

### **THE IDEAL CANDIDATE SHALL**

- be able to work within and lead, multi-disciplinary teams and have the ability to motivate, empower and encourage personnel under their control to achieve agreed service objectives, and to maximum performance and added value;
- demonstrate a strong track record and relevant management experience at a sufficiently high level;
- be innovative and have a career record that demonstrates a high level of competence in the management of staff, conceptual and analytical thinking, initiative together with the management skills necessary to lead and foster change, while optimising the contribution to the achievement of organisational goals and objectives;
- have good knowledge and understanding of the legal, regulatory and governance framework within which the City Council operates and a willingness to adhere to corporate policies and collective agreements;
- have the ability to deploy financial resources to gain maximum benefit and output within a constrained budgetary control framework;
- have strong interpersonal and communication skills;
- have a satisfactory knowledge of public service organisation in Ireland;
- have a good understanding of the industrial relations procedures, as they apply in the case of FES;
- have a capacity to work collaboratively with key agencies including other Departments within Dublin City Council, the other Dublin Local Authorities, the HSE, the National Ambulance Service, An Garda Síochána, the National Directorate for Fire and Emergency Management, Government Departments etc.
- have excellent knowledge and awareness of health and safety legislation and regulations, their implications for the organisation and its employees, and their application in the workplace and
- have an understanding of the role and duties of managers in safety and personnel management in the workplace.

***On the date of the commencement of the post, the successful candidate must possess a current unendorsed full driving licence (Category B) and/or have access to a car as they may be required to travel in the course of their duties.***

## **QUALIFICATIONS:**

### **CHARACTER:**

Candidates 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 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 all of the following:
  - principles and practices of fire safety,
  - fire service operations,
  - major emergency management,
  - technological and industrial processes and
  - telecommunications and information technology.
- (c)** Have at least eight years satisfactory relevant experience, including adequate experience in the areas specified at (b) above and (e) below.
- (d)** Have a high standard of training and competency in the areas specified in (b) above, including:
  - fire-fighting and emergency operations techniques and strategic command of fire service operations,
  - on-site and off-site co-ordination at fires and major incidents/major emergencies;
  - building design and management for fire safety.
- (e)** Have adequate experience in administration, service management and management of staff;
- (f)** Be competent to perform efficiently the duties of the office and possess the appropriate qualities.

## **DUTIES:**

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

- planning, directing, organising and managing the FES in accordance with the policies of the four Dublin Local Authorities including the development and application of a risk-based process for the determination of appropriate levels of fire and other emergency service cover;
- driving the FES reform programme with a view to ensuring full and timely implementation of required reforms;
- managing and motivating staff by fostering good employee/management relations and by the use of modern human resources and industrial relations policies, including staff placement, training and development, career progression, grievance and disciplinary policy, communications and active participation in the Partnership process;
- overseeing the health, safety and welfare of the FES workplace, in accordance with the City Council's safety statements and health and safety legislation;
- developing and maintaining good working relationships across all levels of the FES throughout the wider organisation, with the four Dublin Local Authorities and with partner fire and emergency service organisations. Working with and seeking co-operation from a wide range of political, community and representative groups and other agencies and authorities;
- preparing budgets and appropriate statistical and management information relevant to FES's activities on an ongoing basis, and ensuring that the service operates within approved budgets;
- participating in the development and updating of the Major Emergency Plans and sub-plans;
- developing and using technology as appropriate, including management of the East Regional Communications Centre;
- ensuring that good relations with local communities are developed and maintained, for both ambulance and fire services, incorporating the development of a community fire safety programme;
- participating in continuous ongoing personal and professional development;
- participation in and integration with the larger City Council strategies;
- overseeing and nurturing key strategic relationships including the relationship with the four Dublin Local Authorities and their Chief Executives, the NAS/HSE and with the National Directorate for Fire and Emergency Management; and
- carrying out such other duties as may be assigned from time to time.

## **Governance;**

Dublin City Council is the statutory Fire Authority for the Dublin Region. The FES provides fire and emergency services for the administrative areas of Dublin City Council, Fingal County Council, South Dublin County Council and Dún Laoghaire-Rathdown County Council. All FES staff are employed by Dublin City Council and

the service is under the control of the Chief Fire Officer who reports to the Assistant Chief Executive of the City Council in relation to its day-to-day management.

All key strategic issues in relation to the FES are referred for consideration to the Chief Executives of the four Dublin local authorities. The Chief Fire Officer is expected to report on these matters at regular meetings of the four local authority Chief Executives.

The Chief Fire Officer also reports to the City Council's Special Committee on Fire/Ambulance Service and Emergency Management.

It is intended to undertake reviews of the current FES governance arrangements and of the current political oversight arrangements. The Chief Fire Officer will be expected to contribute to these reviews.

It is also intended to undertake a review of the current senior management structure in the FES. The Chief Fire Officer will have a key role in this review.

## Challenges;

In addition to the day-to-day running of the service, the Chief Fire Officer is responsible for implementing a challenging programme of major reforms that includes:

- Overseeing a change management programme associated with '**Keeping Communities Safe (KCS) – a Framework for Fire Safety in Ireland**', published by the National Directorate for Fire and Emergency Management in February 2013. In addition, a series of non-KCS reforms to ensure the service remains 'fit for purpose', meets current and prospective challenges, delivers 'value for money' and demonstrates best use of available resources.
- Implementing a dynamic, risk-based approach to the deployment and utilisation of FES resources reflect current and projected settlement patterns and the location and distribution of risks in the Dublin region.
- Implementing reforms in the emergency ambulance service and developing a new operating model for the service in order to address weaknesses highlighted by HIQA in its December 2014 report on pre-hospital emergency care services in the Dublin region and to ensure the service operates on a more sustainable financial basis.
- Adopting a more proactive risk-based approach to ensuring full compliance with fire safety standards in the existing building stock. This includes implementing the recommendations in '**Fire Safety in Ireland**' - the report of the Fire Safety Task Force, published in May 2018.
- Reform of the East Regional Communications Centre in light of the outcome of the ambulance service delivery model negotiations and the roll out of the national NMAC system.
- Implementing measures to achieve greater gender balance in the FES workforce.

The Chief Fire Officer will have a key role in addressing all of these challenges in an environment where the financial constraints on Local Authorities are likely to persist for the foreseeable future.

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 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:**

- A post of **Chief Fire Officer (Temporary)** 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. The temporary assignment is for a period of 6 months or until the post is filled on a permanent basis, whichever is the sooner.
- Candidates should note that the information provided by them in their application form and assessment question (if applicable) 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, Planning, Community and Local Government 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.
- Successful candidates may be required to undergo a pre-employment medical and reference checks prior to final offer & appointment.

## **SHORTLISTING**

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the Application Form, in conjunction with the examples given to the Assessment Questions (if applicable). It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

## INTERVIEW:

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

- **Exemplifies Public Service values**
- **Strategic Management & Change**
- **Performance through People**
- **Delivering Results**
- **Networking & Representing & Communicating Effectively**
- **Personal Effectiveness**

Please see page 10 of the Candidate Information Booklet for more details.

## SALARY:

The salary scale for the position of **Chief Fire Officer** (Temporary) is: -

€98,535; €102,192; €105,844; €109,499; €113,151; (Maximum); €116,995 (1st LSI), (after 3 years satisfactory service on the Maximum); €120,835 (2nd 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 the Housing, Planning, Community & Local Government. 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.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

**All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <http://bit.ly/DCCVacancies> for additional relevant information pertaining to the salary scale and the recruitment process.**

## PARTICULARS OF POSITION:

- (a) The post is wholetime, permanent and pensionable.
- (b) Dublin City Council reserves the right to, at any time, re-assign an employee to any Department now or in the future.
- (c) The holder of the post shall reside in the district in which their duties are to be performed of within a reasonable distance thereof.

## CITIZENSHIP

Candidates must, by the date of application be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or

- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

*Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements.*

## **IRISH PROFICIENCY**

As part of our ongoing commitment to support the Irish language, our leadership on the Gaeilge365 programme and to comply with the Official Languages (Amendment) Act 2021, we are gathering information on candidates' capacity to speak Irish.

Under this legislation, public bodies are required to ensure that 20% of new recruits are capable of performing their duties through Irish by 2030. While this position is not an Irish language speaking role, we are asking all applicants to indicate their current level of Irish language ability.

**This information will be used for workforce planning purposes only and will not form part of the selection process for this competition.**

## **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 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 his/her 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.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

## **APPLICATION PROCESS**

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form are completed.

For any queries please contact [careers@dublincity.ie](mailto:careers@dublincity.ie)

## **CLOSING DATE**

**Applications must be submitted before Midnight, on Thursday 9<sup>th</sup> October 2025.**

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**SENIOR EXECUTIVE OFFICER  
HUMAN RESOURCES DEPARTMENT**

Dated this \_\_\_\_\_ 2025

**This document is also available in Large Print, High Contrast Print and Braille on request.**

## KEY COMPETENCIES

The key competencies for the role of Chief Fire Officer are as follows;

Competency Heading	Competency Description
<b>Exemplifies Public Service values</b>	Demonstrates the core values of honesty, impartiality, integrity and is professional and transparent in all dealings. Is focused on putting the citizen/customer at the heart of services provided and operating in an impartial manner for the common good. Respects diversity and difference and is open to meeting the needs of a changing population.
<b>Strategic Management and Change</b>	Takes a long term, strategic overview of what must be done and translates this into policies and then operational goals and plans. Shares the strategic vision with key stakeholders and gains their support. Will effectively introduce change, overcoming resistance and anticipating obstacles.
<b>Performance through People</b>	<b>Leading and Motivating</b> Provide clear leadership as a member of the Management Team of the Council, demonstrating enthusiasm and energy and gaining the respect and loyalty of the team. <b>Managing Performance</b> Gets the best out of others through setting clear and challenging goals, delegating and empowering people and tackling underperformance, where required.
<b>Delivering Results</b>	<b>Problem Solving and Decision Making</b> Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively with complex information and multiple stakeholders. <b>Operational Planning</b> Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards. <b>Delivering Quality Outcomes</b> Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.
<b>Networking &amp; Representing and Communicating Effectively</b>	Develops and maintains positive and beneficial relationships with others and collaborates effectively. Fosters a strong focus on Customer/Client Service. Effectively manages the expectations of others and is skilled in negotiation and gaining agreement. Is credible and confident when communicating with others.
<b>Personal Effectiveness</b>	Is enthusiastic about the role and motivated in the face of difficulties. Demonstrates appropriate and positive self-confidence and remains calm and composed when providing leadership under pressure. Operates effectively in an environment with significant complexity and pace.