



Comhairle Cathrach Chorcaí  
Cork City Council

# Assistant Fire Prevention Officer

## JOB SPECIFICATION

Please download and read in conjunction with  
Candidate Information Booklet

Closing date: 4pm, Tuesday 1<sup>st</sup> October 2024

## BACKGROUND

Cork City has a population of 222,000 and the Cork City Development Plan (2022 – 2028) predicts very strong population and workforce growth over the coming years, with a projected population of 350,000 by 2040. Cork City Fire & Building Control Department is an enabler of the development necessary for the expansion of the city and plays a critical emergency response and regulatory role in its growth, helping to make it safer for its citizens.

Cork City Fire & Building Control Department is part of Cork City Council, a large urban local authority with over 1,500 employees. The department comprises a professional team of over 130 people organised in the following sections:

- Fire Prevention
- Administration
- Operational Fire Service
- Building Control
- Civil Defence
- Major Emergency Management

## THE ROLE

Cork City Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which permanent and temporary vacancies for Assistant Fire Prevention Officer may be filled.

As part of a specialist technical team within the Fire Prevention section, you will play a key role in safeguarding the lives of Cork's residents by ensuring buildings meet essential fire safety standards. Your work will have a direct impact on public safety across a range of settings, from newly constructed developments to large-scale public events.

Working alongside a dedicated team of fire safety professionals, you will be responsible for assessing Fire Safety Certificate applications and conducting building inspections to ensure compliance with fire regulations. You'll apply your technical expertise to evaluate complex building designs, including for high-risk or large-scale projects, ensuring they meet fire safety requirements.

From assessing state-of-the-art building designs to inspecting public events like festivals and concerts, no two days are the same in this dynamic role. You'll balance office-based technical analysis with hands-on fire safety inspections in various public and commercial settings. The Assistant Fire Prevention Officer will have the option to undertake operational fire service training on completion of the Fire Officer Development Programme. The position is based at Cork City Fire Station, Anglesea Street, and offers the opportunity to make a tangible difference to the safety of our growing city.

## DUTIES

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

- Technical assessment of *Fire Safety Certificate* applications under the Building Control Acts 1990 to 2022.
- Inspections of buildings under the Fire Services Acts 1981 and 2003 to ensure an appropriate level of fire safety.
- Undertaking inspections of licensed premises e.g. Public Houses, Night Clubs.
- Processing licensing applications under the Fire Services Acts 1981- 2003.
- Advising on and inspecting major indoor and outdoor events.
- Providing advice with respect to certain Planning applications.
- Coordinating with Operations section and Building Control section staff in Cork City Fire and Building Control Dept in relation to matters of common concern.
- Processing of fire safety complaints, referrals and requests for advice.
- Collaborate with colleagues in Fire Operations to promote targeted fire safety campaigns.
- Attending training courses as required.
- 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 to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.*

## QUALIFICATIONS

### **1. Character**

Candidates shall be of good character.

### **2. 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.

### 3. Essential Requirements

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

- (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 two 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.

### 4. Driving Licence

Holders of the office may be required to drive a car in the course of their duties and therefore are required to hold a full driving licence for class B vehicles free from disqualifications.

### 5. Citizenship

Candidates must, by the date of any job offer, 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.

## **6. Desirable Skills**

Candidates should also be able to demonstrate a strong ability in the following areas (*Please refer to Competency Framework on page 7 for more information*):

- Delivering Results
  - Communicating Effectively
  - Personal Effectiveness
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- Have a track record of technical and/or building design work with a strong element of analysis and problem solving.
  - Have a good working knowledge, or demonstrate an ability to acquire same, of the design and construction of buildings.
  - Have an ability to work on his/her own initiative and within a multidisciplinary team.
  - Have strong interpersonal and communication skills.
  - Possess good IT skills.
  - Have good knowledge, or demonstrate an ability to acquire same, of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
  - Have a good working knowledge, or demonstrate an ability to acquire same, of the legal, regulatory and governance framework within which Cork City Council operates and adhere to corporate policies, protocols, and procedures.

## PRINCIPAL CONDITIONS OF SERVICE

### **Salary**

Salary scale for the position of Assistant Fire Prevention Officer is:

€45,302 - €47,944 - €49,884 - €51,849 - €53,858 - €55,902 - €57,964 - €60,027 - €62,089 - €64,154 - €66,232 - €68,354 (LSI1) - €70,480 (LSI2)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office 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 office or in respect of any services which they are required by or under any enactment to perform.

### **Hours of Duty**

The standard working week will be 35 hours per week. The role will involve flexible working hours and may occasionally include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. Holders of the post may be called for duty at any time in accordance with arrangements made by the local authorities. The Council reserves the right to alter your hours of work from time to time. All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

*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 of the successful candidate.*

## COMPETENCY FRAMEWORK

Candidates are expected to be able to demonstrate in their application and at interview that they possess the following competencies through the experience and skills they have gained to date under each of the following specific areas:-

<b><u>Delivering Results</u></b>
Evaluates issues and situations in a logical and objective manner in order to arrive at an effective solution.
<ul style="list-style-type: none"> <li>• Analyses technical problems and solutions in a logical manner.</li> <li>• Works to relevant guidance documents, codes and standards as required.</li> <li>• Shows good judgement and balanced decision making.</li> <li>• Makes evidence supported decisions in a timely and well-informed manner.</li> </ul>
<b><u>Communicating Effectively</u></b>
Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.
<ul style="list-style-type: none"> <li>• Writes in a clear and concise manner.</li> <li>• Ability to process information and produce a report in a timely manner.</li> <li>• Makes a case in a confident and credible manner.</li> <li>• Is effective in communicating a complex or technical message using language appropriate to the audience.</li> </ul>
<b><u>Personal Effectiveness</u></b>
Is enthusiastic, adopts a positive attitude to work and is open to taking on new challenges.
<ul style="list-style-type: none"> <li>• Is open to continuous self-learning.</li> <li>• Adopts a positive and constructive approach to work.</li> <li>• Manages their time to effectively achieve objectives.</li> <li>• Contributes positively to a team.</li> </ul>

Candidates may be short-listed on the basis of the information provided in their application form so careful attention should be given when completing application to ensure that relevant experience and competencies are highlighted.

*Please download and read in conjunction with the Candidate Information Booklet.*