



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, Friday 28th March 2025

BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

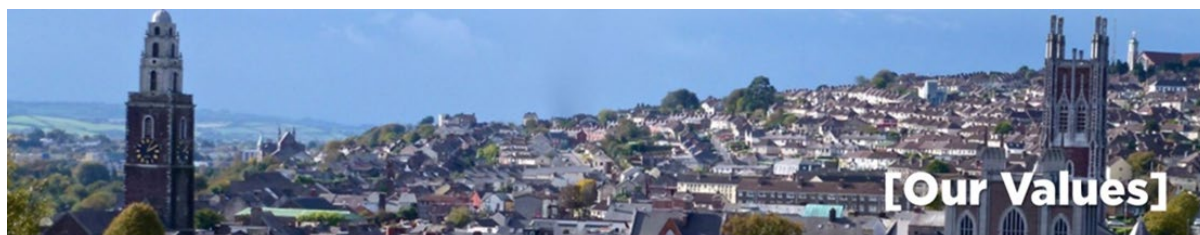
Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of €325m for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council is establishing a panel for the position of Assistant Fire Prevention Officer from which permanent and temporary vacancies may be filled from time to time.



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.



Comhairle Cathrach Chorcaí
Cork City Council

SUSTAINABLE
DEVELOPMENT
GOALS



We are Cork.

THE ROLE

Cork City Fire & Building Control Department

Cork City Fire & Building Control Department is part of Cork City Council. 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

Cork City Council is seeking passionate and skilled individuals to join its Fire Prevention team as Assistant Fire Prevention Officers. This is a unique opportunity to play a vital role in shaping the safety and resilience of Ireland's second-largest city as it grows and evolves.

As an Assistant Fire Prevention Officer, you will be at the forefront of public safety, ensuring that Cork's homes, businesses, and public spaces comply with the highest fire safety standards. Your contributions will directly impact the lives of residents, enhancing their safety and wellbeing across a variety of settings, from innovative new developments to iconic city events.

Assistant Fire Prevention Officer | **Job Specification** | Cork City Council

This role is perfect for those who thrive on variety and challenges. You will:

- Assess Fire Safety Certificate applications for innovative construction projects, including high-rise buildings, community hubs, and innovative architectural designs.
- Conduct comprehensive inspections of existing buildings, ensuring compliance with fire regulations and addressing potential risks.
- Be actively involved in safety planning and inspections for major public events, such as festivals, concerts, and sports fixtures, fostering a safe and enjoyable experience for all.
- Work in a dynamic environment that combines technical office work with on-site inspections and interactions with diverse stakeholders.

Based at Cork City Fire Station, Anglesea Street, this position offers an opportunity to develop your technical expertise, contribute to the safety of your community, and grow professionally. Successful candidates will also have the option to undertake operational fire service training, expanding their skills and career opportunities.

Whether you are assessing intricate building designs or ensuring the safety of vibrant public gatherings, your work will be at the heart of Cork's thriving and resilient community. Join us and be part of a team that makes a meaningful difference in one of Ireland's most dynamic cities.

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. (*Fire Safety Certificates are fire safety design approval for new buildings, extensions, changes of use and internal alterations (apart from for dwelling houses). Assessment is a technical process, and involves examining specially prepared fire drawings and specifications*)
- Inspections of buildings under the Fire Services Acts 1981 and 2003 to ensure an appropriate level of fire safety. (*The fire service carry out fire safety inspections of existing buildings (excluding dwelling houses) and has extensive enforcement powers to ensure compliance with fire safety legislation*).
- Undertaking inspections of licensed premises e.g. Public Houses, Night Clubs. (*Most larger public assembly buildings are inspected by fire prevention officers from the fire service annually*).
- 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. Desirable Skills

Candidates should also be able to demonstrate a strong ability in the following areas *(Please refer to Competency Framework on page 8 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:

€46,802 - €49,444 - €51,392 - €53,414 - €55,485 - €57,590 - €59,715 - €61,840 - €63,964 - €66,092 - €68,232 (Max) - €70,419 (LSI1) - €72,609 (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

Key competencies for the post are outlined in the table below. Candidates are expected to demonstrate their competence in each area both in their application form and at interview, if invited. To effectively showcase your skills, use the STAR technique (Situation, Task, Action, Result).

For each competency, provide a recent and specific example of your achievements, detailing the situation or project, your role, the actions you took, and the outcome.

<u>Delivering Results</u>
Evaluates issues and situations in a logical and objective manner in order to arrive at an effective solution.
<ul style="list-style-type: none"> • Analyses technical problems and solutions in a logical manner. • Works to relevant guidance documents, codes and standards as required. • Shows good judgement and balanced decision making. • Makes evidence supported decisions in a timely and well-informed manner.
<u>Communicating Effectively</u>
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"> • Writes in a clear and concise manner. • Ability to process information and produce a report in a timely manner. • Makes a case in a confident and credible manner. • Is effective in communicating a complex or technical message using language appropriate to the audience.

Personal Effectiveness

Is enthusiastic, adopts a positive attitude to work and is open to taking on new challenges.

- Is open to continuous self-learning.
- Adopts a positive and constructive approach to work.
- Manages their time to effectively achieve objectives.
- Contributes positively to a team.

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