



Ballincollig Fire Station Recruitment

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Cork City Council, intend to hold a competition for the purpose of appointment to the position(s) of:

RETAINED FIREFIGHTER

BALLINCOLLIG FIRE STATION

CORK CITY COUNCIL

CLOSING DATE: 4PM FRIDAY 20TH NOVEMBER 2020

**RETAINED FIREFIGHTER
BALLINCOLLIG FIRE STATION
CORK CITY COUNCIL**

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RETAINED FIREFIGHTER BALLINCOLLIG FIRE STATION CORK CITY COUNCIL

Cork City Council invites applications from suitably qualified persons from all backgrounds that enjoy being part of a team, possess a strong sense of duty and are seeking a challenging and rewarding career.

Cork City Council are looking to recruit people as Retained Firefighters for Ballincollig Fire Station who:

- Have the ability to work in a disciplined environment
- Work well in a high pressure and physically demanding role
- Can work with others in a team
- Are willing to work in a 24/7 365 work-place environment

On qualification candidates will take up a position as a Retained Firefighter with at Ballincollig Fire Station.

Cork City Council is an equal opportunities employer and we value diversity. We welcome applications from all eligible candidates.

THE QUESTIONNAIRE BELOW IS FOR YOUR OWN USE ONLY

A CAREER AS A RETAINED FIREFIGHTER - IS IT REALLY FOR YOU?

Cork City Council often receives enquiries from people from all backgrounds who want to be Retained Firefighters. Our objective is to be fair to all applicants in our recruitment and selection procedures. The following list of questions have been put together to help you decide whether being a Retained Firefighter is really for you.

Simply tick YES or NO to each of the following questions.

	YES	NO
• Are you able to meet the demands of working in a disciplined uniformed service? Can you take orders from other people?	_____	_____
• Can you accept the need to keep to rules that tell you what you can and cannot wear and the standard of appearance you must maintain e.g. how you should wear your hair?	_____	_____
• Can you get on with people from different backgrounds and cultures?	_____	_____
• Do you have the emotional strength to deal with a road traffic accident or other instances where there may be severe injuries or loss of life?	_____	_____
• Can you work as part of a close-knit team? Can you work under pressure without letting the rest of your team down?	_____	_____

YES NO

- Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive? _____
- Can you take the responsibility for representing the Cork City Fire Brigade at all times? _____
- Are you committed to maintaining and developing your skills? _____
- Are you prepared to study in addition to your normal working day? _____
- Are you free from acrophobia, claustrophobia or vertigo? _____
- Are you committed to maintaining your health and physical fitness? Is regular exercising a part of your everyday life? _____
- Are you prepared to work day and night, evenings, weekends, public holidays? _____
- Are you a practical person who likes to work with their hands and with equipment? Do you enjoy making things or finding out how things work? _____
- Are you someone who can always be relied on to be somewhere on time? Are you someone that others see as dependable? _____
- Are you prepared to work outside in all types of weather, even if you are wet and cold and you don't know when a job might finish? _____
- Are you someone who can cope with sudden interruptions to your routines? _____
- Are you free from any injuries or physical disabilities that would limit your ability to fulfil your roles as Retained Firefighter within Cork City Fire Brigade? _____
- Do you live and work within 3km to Ballincollig fire station or? would you be willing to relocate if successful at competition? and prior to offer of employment? _____

Note:

Having completed the above, if you are still confident that a career as a Retained Firefighter is for you, please continue to read the Information Booklet and make an application on-line.

JOB DESCRIPTION

Background:

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 just over €222 million for 2020 and provides a wide and diverse range of public services such as, housing, management of the public realm, libraries, physical planning and development, community, culture and placemaking 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 services.

In 2019 the Fire and Building Control Department were amalgamated. The Cork City Fire and Building Control Department comprises a professional team of people who provide a variety of services for the local community. Its functions include:

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

There are 2 full-time Fire Stations in the Cork City Fire Brigade located at; Anglesea Street which is the Head Quarters of Cork City Fire Brigade; Ballyvolane which is a Fire Station serving the North side of the city and is also the Head Quarters of Cork Civil Defence. As part of the boundary extension Ballincollig Fire Station, which is operated by retained fire service personnel, became part of Cork City Fire Service on May 31st 2019.

This position is based solely from Ballincollig Retained Fire Station which is located on the western part of Cork City at Link Road, Ballincollig at the edge of the town. The station responds to approximately 250 – 300 emergency calls per year consisting of incidents such as fire, road traffic collisions, river rescues and hazardous materials.

This station is supported by full-time fire stations in Cork City if the need arises.

The Fire Department continues to focus on the challenges of being an efficient and effective Fire Service and ensuring a sufficient level of preparedness in the event of a major emergency while also working to reduce the number of fires, minimise life loss and injury resulting from fire and protect the infrastructure of Cork City.

The Job:

Cork City Fire Brigade is committed to providing an efficient and effective Fire and Rescue Service to fulfil all statutory duties and public expectations.

Ballincollig Fire Station responds to all emergency calls from the public for assistance, primarily to protect life and save injury to individuals, but also to prevent and restrict damage to property. Many emergency calls, however, are not to fires, but to incidents where members of the community are trapped in vehicles following road traffic accidents, trapped in machinery, or trapped in less life threatening circumstances, as well as being called to deal with chemical spillages, river incidents and toxic emissions.

The job will be demanding both physically and mentally. All new recruits will be expected to absorb a wide range of information and be able to demonstrate their technical and practical skills through a series of assessments and examinations

Retained Firefighters are skilled technicians capable of using the most modern equipment, methods and techniques to undertake the full range of duties involved in fire fighting, rescue, road accidents, toxic and dangerous chemical spills, river incidents and other emergencies.

The role of the Retained Firefighter is very varied. The following details the main responsibilities: -

1. Promoting Community Fire Safety

- Be proactive in the community to identify risk, to reduce fire deaths and injuries and to protect the environment.
- Deliver appropriate fire safety messages to those groups most at risk.
- Educate and inform the community in fire safety.

2. Resolving emergencies (fire and rescue)

- Respond to requests for assistance in the areas of fire rescue, road traffic accidents, chemical incidents, river rescue, flooding, medical emergencies, etc.
- Deal with emergencies as directed.

3. Developing local awareness

- Get to know the local community area, including streets, roads and buildings.
- Be aware of the risks and possible hazards to be found within your fire station area.
- Identify fire risks during fire visits to local premises and be able to offer relevant advice and guidance.

4. Promoting health and safety

- Recognise health and safety risks at work and deal with them appropriately.
- Ensure your own and others personal safety at work at all times.
- Comply with all relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Cooperate with their employer with regard to safety, health and welfare at work.
- Participate in safety and health training offered by their employer.
- Make proper use of all machinery, tools, substances, etc., and of all personal protective equipment provided for use at work.
- Report any defects in their workplace or equipment, etc., which might endanger safety and health.
- No person shall not intentionally or recklessly interfere with or misuse any appliance, protective clothing, conveyance, equipment, or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

5. Continued personal development

- Meet Level 2 standards of the Institute of Fire Engineers.
- Take responsibility for developing your own skills.
- Mandatory participation in a training and development programmes.
- Be prepared to attend continuous professional development opportunities.
- Required to maintain a level of physical fitness necessary to carry out duties.
- Support the development of colleagues.

- Will be required to achieve the recognised pre-hospital medical care standard for Cork City Fire Brigade.

6. **Managing resources and information**

- Take responsibility for ensuring operational equipment is ready for use.
- Access and record information using information technology.
- Undertake paperwork, such as recording routine tests on pieces of equipment and provide written reports when requested and as necessary.

The ideal candidate shall have the following skills:

Solving problems:	Ability to solve problems using relevant information.
Flexibility:	Flexible to new situations and open to change in the role.
Integrity and commitment:	Ability to demonstrate ethical standards and commitment to the Retained Firefighter role.
Motivation:	Motivated to achieve high standards.
Personal development:	Committed to personal development and learning new skills.
Coping with pressure:	Ability to cope with pressures and demands.
Physical ability:	Have the physical ability to carry out the Retained Firefighter role – including adequate stamina and strength.
Communication:	Ability to communicate effectively to varied individuals and groups.
Valuing others:	Value the contribution of different types of people.
Confidence:	Confident with others.
Co-operative working:	Ability to work in a co-operative way to support others.
Knowledge:	Have the knowledge to carry out the role and give advice.

Application & Selection Process

Due to the large number of applicants expected to apply for the role of Retained Firefighter, applicants are required to participate in a comprehensive selection process, over a number of selection stages, designed to identify the most suitable candidates for the role.

There will be eight phases to the competition:

- Phase 1: Expression of Interest
- Phase 2: Application Form
- Phase 3: Interview
- Phase 4: Panel
- Phase 5: Medical & Physical Fitness Assessment
- Phase 6: Operational Skills Test
- Phase 7: Garda vetting
- Phase 8: Appointment

PHASE 1 – EXPRESSION OF INTEREST

All candidates are invited to express their interest in applying for the position of Retained Firefighter online on the Cork City Council website – www.corkcity.ie/recruitment

An on-line form is required to register.

There is no requirement to submit evidence of education/experience at this point.

The admission of a person to this competition, or invitation to attend an interview or additional assessments, is not to be taken as implying that the City Council is satisfied that such person meets the requirements of the role or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore, for you to note the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for testing or interview you will be putting yourself to unnecessary expense, as the City Council will not be responsible for refunding any expenses incurred.

The onus is on all applicants to make themselves available for any interview or additional assessments and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the email address specified on their Expression of Interest form.

The closing date for Expressions of Interest is **4pm, Friday 20th November 2020**. The Expression of Interest form must be completed online at www.corkcity.ie/recruitment

You will receive an automatic reply to acknowledge receipt of your submission.

PHASE 2 – APPLICATION FORM

Candidates will be invited to complete and submit an application form to Cork City Council. Cork City Council reserves the right to shortlist candidates based on the information supplied in the completed application forms.

PHASE 3 - INTERVIEW

The shortlisted candidates will be invited to a competency-based interview organised by Cork City Council which may include a written and comprehension tests.

The following competencies will be assessed at interview:

Personal Motivation & Initiative

Communicating Effectively

Coping with Difficult Situations

People & Team Working Skills

Following the interview's, a panel will be formed on which successful candidates will be ranked in Order of Merit.

PHASE 4 - PANEL

Placement on any panel is no guarantee that a position will be offered. All other phases must be successfully completed before any offer of employment can be considered.

PHASE 5 – MEDICAL & PHYSICAL FITNESS ASSESSMENT

Candidates who successfully complete the physical fitness assessment and operational skills tests must also meet the health requirements for the post outlined under Health and satisfy the City Council's Medical Advisor that they are in general good health and have the potential to maintain minimum fitness standards for the duration of their careers.

Candidates who are placed on a panel will be required to undertake a Candidate Physical Fitness Assessment (CPFA) administered by Cork City Council.

PHASE 6 – OPERATIONAL SKILLS TESTS

Candidates who successfully complete the physical fitness assessment will be required to undertake operational skills tests administered by Cork City Fire Brigade.

PHASE 7 – GARDA VETTING

Applicants will, on successful completion of all the above stages, will be subject to satisfactory Garda Vetting prior to appointment.

PHASE 8 – APPOINTMENT

Candidates who successfully complete all phases and are on the panel may be offered employment and subject to their satisfactory completing the probationary period and meeting the requirements of the Retained fire-fighters initial Retained Fire-fighter courses will be permanently appointed as Retained Fire-fighters on the staff of Cork City Council.

QUALIFICATIONS

The declared qualifications for the post of Retained Firefighter, Ballincollig Fire Station, Cork City Council, are as set out hereunder: -

1. **Character:**

Each candidate must be of good character.

2. **Age:**

Candidates shall be at least 18 years of age on or before the closing date (**4pm, Friday 20th November 2020**) for the submission of expression of interest form. Persons appointed to the position of Retained Firefighters will be required to retire on reaching the age 55 years. However, Retained Firefighters who are physically capable of working beyond the age of 55 have the option to continue working for a defined period subject to certain conditions and subject to compulsory annual medical assessment measured against agreed standards. The maximum age limit is 58.

3. **Health:**

Vision

Distant Visual Acuity (DVA)

Minimum uncorrected (unaided) 6/18 better eye and 6/24 worse eye

Minimum corrected (aided) 6/9 binocular

Near Vision

N12 unaided both eyes open (aged 25 +) and N6 aged <25

Normal Visual Fields

Binocular Vision

Corrective lenses

If satisfactory visual function for the rescue and fire-fighting duties is achieved only with the use of correction, the spectacles, inserts or contact lenses must provide optimal visual function, be well tolerated, and suitable for rescue and fire-fighting duties, including the wearing of breathing apparatus.

Vision (unaided) -

Refractive surgery may be accepted subject to:

(a) *Surgery having been completed at least 12 months prior to the closing date for receipt of applications i.e. **on or before 20th November, 2019.***

(b) *Submission of a satisfactory specialist report.*

The candidate will be liable for any fees that may arise from the production of the report.

The report will be required to include:

(a) *An assessment of stability of refractive outcome.*

(b) *An assessment of corneal transparency and stability, low contrast visual acuity.*

Higher degrees of pre-operative myopia will not be acceptable and Radial Keratotomy will not be acceptable.

Colour Perception - *Applicants shall be tested with the Ishihara plates. If Ishihara test is not normal the City University Test will be undertaken.
The minimum standard accepted is the Farnsworth D – 15*

Hearing: *Achieve a minimum of Hearing Category H2 CFOA (UK) Standard.*

Pulmonary Function Testing

ECG

Compulsory Drug Testing

City Council reserves the right to undertake the following tests for intoxicants:

Alcohol: urine sample, blood sample or salivary swab:

Drugs: blood or urine sample or hair.

The following specific medical conditions may lead to candidates being deemed medically unsuitable for appointment to the post of fire-fighter, with each case being treated on its merits by a specialist in occupational medicine:

1. Failure to comply with any of the requirements as outlined above.
2. History of epilepsy.
3. Alcohol or drug dependency.
4. Chronic bronchitis, asthma or other disabling disease of the lungs.
5. Organic disease of the cardio-vascular system, including blood pressure.
6. All types of diabetes mellitus, whether insulin-dependent or non insulin-dependent.
7. History of vertigo or any illness affecting the sense of balance.
8. History of mental instability.
9. History of low back symptoms.
10. History of significant knee joint injury or disease.
11. History of night-blindness.
12. Chronic skin disease, specifically allergic contact dermatitis, irritant dermatitis and severe psoriasis.

4. Education:

- a. Each candidate must have obtained at least Grade D (or a pass) in five subjects, including Mathematics and English, from the approved list of subjects in the Department of Education & Skills Junior Certificate Examination or in an examination of at least equivalent standard.

If you progress in the competition to Phase 4 you will be required to submit your original qualifications which will be copied and returned to you immediately. Please ensure that if you received your education qualifications outside of Ireland that you have the level of your qualifications confirmed by the NARIC Ireland at www.qqi.ie and submit such confirmation with your original qualifications when required to do so.

- b. In selection of candidates, additional marks may be awarded to those who have any of the following: -
 - i. a higher educational qualification than that prescribed in paragraph 4(a) e.g. Leaving Certificate.
 - ii. experience of driving heavy goods vehicles.
 - iii. technical or trades training.

5. Driving Licence:

Successful candidates will be required to drive emergency vehicles and will be required to hold as follows:

- (a) A full-unrestricted – category B driving licence for class B vehicles free from disqualification and medical limitations on the last date for receipt of expression of interest form i.e. **Friday 20th November 2020.**
- (b) Before completion of their probationary period candidates must have obtained their category C licence.

While assistance may be provided by Cork City Fire Brigade, the responsibility for obtaining the Category C licence will be solely that of the candidate.

Cork City Fire Brigade will provide the necessary training to drive emergency vehicles.

6. Physical Fitness Assessment

Strength

The strength of applicants should be assessed by undertaking tests of handgrip and leg/back pull strength, on a load cell dynamometer. The recruit on entry should have handgrip strength of:

Dominant hand 35 kg or above
Subordinate hand 33 kg or above
And a leg/back pull strength of 117kg or above

Applicants shall comply with the following requirements;

- I. Physical Capacity – Applicants shall be fit to undertake fire service duties as assessed by aerobic capacity (VO Max) in the step test, and lung function by measurement of the forced expiratory volume in one second (FEV) and the forced vital capacity (FVC).
- II. Limbs – Applicants shall have agility of limbs, and muscle power in accordance with strength standards as outlined above.
- III. Applicants shall have impaired loco motor systems, and be capable of running, climbing ladders, jumping, crawling and performing all kinds of manual labour.

Chester Step Test

Part of the pre-employment medical examination includes completing the fitness test with applicants having an aerobic capacity (VO₂ (max)) of 45ml/kg/minute or greater. The fitness test at the recruit medical is the Chester Step Test. The Chester Step Test measures aerobic capacity and fitness and entails a moderately vigorous level of physical activity. The level of fitness needed to pass this test requires regular exercise and the test pass level is difficult to achieve and if the candidate does not already have a good level of physical fitness prior to the test. Medical examiners advice is that fitness needed for this test does not come overnight; realistically it takes at least a few weeks and often longer to appreciably improve your fitness level.

Candidates who fail the initial Chester Step Test will be offered one further fitness test only. This may be a Chester Step Test or a Shuttle Run Test, as determined by Cork City Council. No further retests will be offered.

Flexibility

The term flexibility refers to the range of motion possible in skeletal joints. An adequate range of motion is essential to ensure good levels of mobility and agility. Employees in physically demanding occupations should present with a free and unrestricted range of motion about all the major joints.

Flexibility training and the completion of exercises that promote full joint range of motion should be performed regularly.

Seated forward flexion-candidates are required to sit with the knees fully extended and feet underneath a measuring device. With the arms extended candidates lean forward from the waist with their hands on the measuring device.

Shoulder flexion-while seated, candidates are required to fully raise one arm with elbow extended and palm facing away from the body. An inclinometer is used to determine the range of motion possible in the shoulder joint.

Body Composition

Body composition is the term used to describe the physical make-up of the body. An excess of body-fat decreases endurance and increases the risk of hypo-kinetic disease (coronary artery disease, adult-onset diabetes, back and joint pain). The percentage of body fat may be calculated using bio-electric impedance analysis or by measuring skinfold thickness at locations on the body.

Body Mass Index (BMI) is often used as an indicator of body composition. A healthy BMI should be within the range of 18.5-25 kgs/m², (some trained athletes may present with higher BMI due to increased muscular development).

Attention to a proper balanced diet, adequate hydration and consistent systematic fitness training will help to achieve a healthy weight.

7. Operational Skills Test

1. Ladder Climb
2. Casualty Evacuation
3. Ladder Lift / Lower Simulation
4. Enclosed Spaces
5. Equipment Assembly
6. Equipment Carry

Ladder Climb

Climbing Fire and Rescue Brigade ladders and working at heights is an essential part of the role of a Retained Firefighter. It is a task you can be expected to perform from the start of the recruit course and then subsequently throughout a career in the service.

A ladder 13.5m in height will be placed against a high building. You will be given basic instruction in the correct and safe technique of climbing ladders and working off them. This includes taking a leg-lock on the ladder, which allows you to let go of the ladder with your hands yet remain safely on the ladder, using a leg grip technique. For the purpose of this test you will wear a safety harness.

After being given the basic instruction you may be allowed one practice climb, after which the assessment will commence. Under assessment you will be required to climb the ladder and take a leg grip approximately half-way up. A series of numbers and letters will be displayed to you at ground floor level during the exercise. To read them you will need to look down. You will identify each symbol and inform the assessor.

You will be assessed on your ability to work at heights by completing the task outlined. In addition, you will be expected to demonstrate the correct techniques for ladder work, outlined at the beginning of the session, to show you have understood basic instruction and have the ability to put that instruction to use.

Casualty Evacuation

This is a test of lower and upper body strength. Candidates in full Personal Protective Equipment will be required to drag a 55kg casualty walking backwards (guided by an assessor) around a 30-metre course.

Ladder Lift / Lower Simulation

Again, this is a test of upper and lower body strength. Candidates in full Personal Protective Equipment will be required to raise a bar 75 cm off the ground to a height of 182cm and back down to the 75 cm support. The weight of the bar at the lifting point will start at 5kg. The maximum load to be added is 15k

Enclosed Space

Ability to Work in a Confined Space (Wearing Breathing Apparatus).

The ability to manoeuvre the body and other objects in awkward and tight situations, sometimes in complete darkness is an aspect of firefighting. This test is designed to test your agility and how you cope with these conditions.

You will be given basic instruction on wearing a breathing apparatus set (approx. weight 18kg). Wearing a breathing apparatus with the mask blanked out, you will be required to enter the crawling gallery (a series of small tunnels of varying height and width) and negotiate a short route through the gallery. Whilst in the gallery you will be expected to locate a dummy simulating a casualty and drag it back to the point where you entered.

At the start of this test, you will be shown a number of everyday items on a tray and asked to memorise them. On completion of the test you will be asked to recall these items. Your performance will be judged on your ability to bear the weight of the set whilst completing the task. The time taken to complete the task is also taken into account in assessing your overall performance as is your ability to recall the aforementioned items

Equipment Assembly

This is a test of manual dexterity. Candidates will be required to assemble and disassemble an item of equipment and follow the diagrams provided.

Equipment Carry

This is a test of aerobic fitness, muscular strength and stamina. Candidates will be required to:

- Drag a hose reel from a fire engine for 25 metres, then jog back 25 metres;
- Pick up and carry 2 coiled 70 mm hoses for 100 metres;
- Carry 1 coiled 70 mm hose at chest height for 25 metres, and then jog back 75 metres;
- Pick up and carry a 2.4 metre suction hose and basket strainer for 100 metres, then jog back 100 metres;
- Pick up and carry a simulated 'Light Portable Pump' for 100 metres (weighing approximately 30kgs).

In each of the above tests you will be given full instructions and will be required to complete them within a specified time.

Preparing for Your Operational Skills Test & Medical & Physical Assessments

Success in the practical assessment day(s) requires a high level of fitness. Many of the tests described above test your cardio-respiratory fitness, muscular strength and muscular endurance. These tests will not be a problem for someone who maintains a high level of fitness. If you are not sure about your fitness level it is recommended that you undertake regular aerobic exercises, for example, running, swimming and cycling.

If you have never participated in an exercise regime or have any doubts about your general health or have injuries or illness, it is recommended you consult your GP before undertaking strenuous exercise.

8. Garda Vetting

All candidates will require Garda Vetting prior to appointment as a Retained Firefighter.

PRINCIPAL CONDITIONS OF SERVICE

Duties:

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 Cork City Fire Brigade 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.

The Retained Firefighter, Ballincollig Fire Station, shall perform under the control and direction of the Chief Fire Officer and/or other appropriate supervisory officers of the Cork City Fire Brigade, such firefighting (including all aspects of driving), community fire safety, fire prevention duties and station routines as may be assigned from time to time and may be required to serve in any Station from time to time as directed.

- (c) To devote the whole of his/her time while on duty to the service of Cork City Council.
- (d) To obey promptly all orders from persons placed in authority over him/her.
- (e) A Retained Firefighter, as and when required, shall perform such duties as are assigned to him/her from time to time. Failure to respond promptly to fire or other calls shall at the discretion of the City Council, result in disciplinary sanction up to and including termination of service.
- (f) Each Retained Firefighter shall be required to attend at fires and other emergencies, drills, displays etc., at such times and for such periods as required by the Fire Authority.
- (g) Each Retained Firefighter shall operate in accordance with such rostering arrangements as exist, or as may be arranged by the Fire Authority, from time to time, and shall attend with due promptness fire and other calls, emergencies and duties in any part of Cork City and in the area of any other Fire Authority as required by the City Council. Retained Firefighters may be contacted via smart phone and shall participate in any online crew availability systems adopted by the Fire Authority.

Payments:

- (a) The rates of pay are as follows:

Annual Retainer:	0 – 2 years' service:	€8,194
	3 – 5 years' service:	€9,106
	5 – 10 years' service:	€10,210
	10+ years' service:	€11,221

Allowance for attendance at Drills: €21.61 per hour

Allowance for attendance at Fires: €43.22 for the 1st hour or part thereof during the day, €21.61 per hour thereafter.

The above rates are increased to double time for incidents that occur within the following days/times:

- Night times (from 22.00hrs to 07:00hrs of the following morning).
- Weekend day times (Saturday and Sunday from 07:00hrs to 22.00hrs)
- Public holiday times (07:00hrs to 22:00hrs)

- (b) Payments will be made fortnightly on the certificates of the Council's Authorized Fire Officer.

- (c) The Retaining Fee will not normally be paid to any member who has failed to attend at least 85% of drills during the quarter.
- (d) The clothing allowance will be paid at the 31st March each year to members who have attended not less than 85% of drills during the preceding twelve months, or pro-rata to the period which they commenced employment in the said twelve months.

N.B. Drills are currently held on a three per month frequency each of two and a half hours duration. The Council reserves the right to alter the frequency duration of drills at its discretion.

Cork City Council reserves the right to, at any time assign an employee to any premises in use by the City Council now or in the future.

Please note starting pay for new entrants to the Fire Service will be at the minimum of the scale.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The wage 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 his/her inclusive wage) payable to or received by him/her by virtue of the post or in respect of any services, which he/she is required by or under any enactment to perform.

Physical Fitness/Health:

Retained Firefighters will be required to maintain a standard of physical fitness and health appropriate to the position, throughout their career and will be required to undergo regular medical examinations in line with the Occupational Health Scheme for retained members of the fire service.

Particulars of Position:

- (b) The post is permanent, part-time and pensionable.
- (b) The holder of the post will be assigned to Ballincollig Fire Station, Cork City Council.
- (c) Cork City Council reserves the right to, at any time assign an employee to any premises in use by the City Council now or in the future.

Attendance at Drills and Fire/Emergency Call Outs

Retained Firefighters are required to attend at least 85% of drills during the quarter and any training courses that are scheduled from time to time.

In the case of fire/emergency call outs, the Retained firefighter shall attend within the "maximum attendance time" which shall be set for each station by the Chief Fire Officer. The "turnout time" and "maximum attendance time" shall be set in accordance with "Retained Firefighter's Agreement with Local Government's Management Services Board on revised pay and conditions of employment - 1999". There is a liability on Retained Firefighters to attend calls. This is the basis on which a retainer is paid. The onus of arranging to receive a call out alarm shall rest with members. A pager/alerter whose care & battery condition is the responsibility of the Retained Firefighter is issued to each Retained Firefighter to enable him/her receive notification of emergency calls.

Where the Chief Fire Officer considers that a Retained Firefighter is not fulfilling the above attendance standards which he/she considers reasonable in all of the circumstances, the Chief Fire Officer will have the right to withhold the retainer payment as follows;

50% in the 1st quarter,

100% in the 2nd quarter within any 12 months.

Any further failure to meet the above attendance standards may be dealt with through disciplinary procedures.

Training:

During the probationary period a recruit shall attend and pass:

- (1) Retained Firefighter Recruits course,
- (2) Using Breathing Apparatus Initial Wearers course,
- (3) Using Breathing Apparatus (Compartment Fire Behavior/PPV) and
- (4) Any other course that the City Council may deem necessary.

Failure to successfully complete such courses will terminate the recruit firefighter's employment.

Retained Firefighters must be prepared to attend other courses which may be held in Ireland and the UK.

In the event of a person being unsuccessful in the initial recruit course for any reason other than a medical condition (confirmed by Medical Practitioner and/or the Fire Service Occupational Health practitioner) that prevented the person from successfully completing the course, Cork City Council will not afford an opportunity to repeat the course to that individual.

Personnel who do not successfully complete the Breathing Apparatus Courses within the 12-month Probationary Period may be given a second chance and afforded an opportunity to repeat the course. This is dependent on the report from the Course Director as to the mitigating circumstances that prevented the individual from successfully completing the first course. Repeat opportunities for Breathing Apparatus Initial Wearers Course will be considered on a case by case basis and should not be considered an automatic right upon failing to successfully complete the first course. Where a repeat opportunity is made available, an extension of the Probationary Period may be necessary. No further opportunities will be given to persons failing to successfully complete the second course where such an opportunity has been provided.

Probation:

Where a person is permanently appointed to Cork City Council, the following provisions shall apply -

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year, but the Chief Executive may, at her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) The period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- (e) There will be assessments during the probationary period.
- (f) Category C driving test must be successfully passed within the probationary period.

Availability

Written evidence from current employer if appropriate as to availability must be provided and the City Council in its sole discretion, shall decide as to whether the availability as so evidenced is acceptable; self-employed must also provide written evidence as to availability. Such written evidence must cover a candidate's availability for initial training and for fire and other calls, drills, training and such other duties which the Retained Firefighter may be required by the City Council to perform.

Personnel on changing employment or if unemployed on entry shall be required to provide a letter of consent from their new employer. Should a member be unable to obtain confirmation of release from their employer, the City Council reserves the right to terminate the employment of the member. If the City Council deems a Retained Firefighter's attendance to be unsatisfactory, it may terminate the Retained Firefighter's service.

Sick Pay:

Cork City Council Fire Brigade sick pay scheme will apply. Successful candidates will be required to co-operate with any occupational health system for the Fire Service and to undergo periodical medical examinations.

Discipline:

Successful candidates will, before employment, be required to subscribe in writing to the conditions of the Cork City Fire Brigade Disciplinary Code.

Uniform

While on duty, Retained Firefighters shall use the clothing and personal equipment provided by the Council. Retained Firefighters may not use such clothing and equipment save while on duty. Retained Firefighters must comply fully with safety policy and directives in force from time to time.

Residence:

A Retained Firefighter must reside and work within a reasonable proximity (generally 3 km) to the fire station (to allow attendance and turn out within 5 minutes at Ballincollig Fire Station, when measured at 8.45am, 6.00pm and 9.00pm). On receipt of a fire or other emergency call they should be in attendance at the station and available for turnout within an average of five minutes. In the event of a Retained Firefighter changing his/her address or his/her place of employment, written notification of this shall be forwarded by the Retained Firefighter to the Chief Fire Officer. The Retained Firefighters position will then be reassessed in the light of his/her availability for service as a Retained Firefighter and if it is the opinion of the City Council that his degree of availability is not compatible with services as a Retained Firefighter, his/her employment may be terminated.

Superannuation and Retirement

Successful candidates will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Holders of the post will be required to retire on reaching the age of 55 years. However, Retained Firefighters who are physically capable of working beyond the age of 55 have the option to continue working for a defined period subject to certain conditions and subject to compulsory annual medical assessment measured against agreed standards. The maximum age limit is 58.

GENERAL INFORMATION

Conditions of Service

Each employee must adhere to all conditions of Service for Retained Part-time Firefighters, inter alia Retained Firefighters 1999 Composite Agreement, City Council employment regulations and any subsequent updates/revisions to these regulations.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by Cork City Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance

Cork City Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

GENERAL DATA PROTECTION REGULATION

Cork City Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Cork City Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa/ or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

- **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel.

Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Cork City Council will not be able to progress your application form for the competition for which you are applying.

Cork City Council's Privacy Statement can be assessed at:

<https://www.corkcity.ie/en/council-services/public-info/gdpr/>

Garda Vetting

The post of Retained Firefighter is one which comes within the scope of the Local Authorities Garda Vetting Scheme.

A record of an offence will not necessarily disqualify applicants as each application will be considered on its merits. However, applicants are required to declare any offence for which they have been charged or convicted. Applicants are advised to declare any charges that are pending as they could lead to an individual being discharged from the Council. Failure to disclose information when required to do so, will render an application void and in the event that an applicant has been employed it may result in termination of employment.

Should an applicant be charged with an offence between the dates of the application and appointment she/he must notify the Council in writing, as this may affect employment in the Council.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Cork City Council is an equal opportunities employer.