



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

**Post of:
Assistant Chief Fire Officer**

Closing Date: 4:00pm on Thursday, 16th April 2026

Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format only** as **One Single Document** (not individual scanned documents) to jobs@leitrimcoco.ie.

Please quote '**Assistant Fire Officer Application**' followed by your **name** in the subject line of the email.

Note: Hard copy Application Forms will not be accepted

General Information:

County Leitrim, located in the North West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council’s vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

The Role

Leitrim County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent vacancies for the position of Assistant Chief Fire Officer (ACFO) may be filled.

The Assistant Chief Fire Officer will work as part of a multi-disciplinary team within the Emergency Services Department. The person appointed will work under the direction and control of the Chief Fire Officer or such other officer as may be designated by the Chief Executive. The duties shall be such as may be assigned to the officer from time to time by the local authority and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to him/her in relation to the area of any other local authority.

Assistant Chief Fire Officers are key members of staff responsible for the delivery of public safety services. Assistant Chief Fire Officers are required to be a team player in any of the main disciplines of Leitrim County Fire Service: Operations, Prevention, Major Emergency Management, Building Control and Civil Defence. As an Assistant Chief Fire Officer, the successful candidate will have an important role in the management of staff.

The Qualifications:

1. Character

Each candidate must 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. New entrants to the fire service must be medically fit¹ to undertake operational training associated with fire services work.

¹ Meet the provisions of “Medical Standards for Recruit Retained Fire-Fighters” published by the Local Government Management Agency

3. Citizenship:

Candidates must, by the date of any job offer, be:

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

- vi. 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

4. Education, Training, 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 one or more of the following:
- Principles and practices of fire safety
 - Fire service operations
 - Major emergency management
 - Technological and industrial processes
 - Telecommunications and information technology.
- (c) Have at least five (5) years satisfactory relevant experience, including adequate experience in at least one of the areas specified at (b) above
- (d) have a high standard of training in one or more of the areas specified in (b) above and, in the case of a new entrant to the fire service, successfully complete basic fire-fighting training and Breathing Apparatus Initial Wearers Course before the expiry of the probation period
- (e) be competent to perform efficiently the duties of the office and possess the appropriate qualities

Notes:

- **Candidates must submit a copy of educational qualifications meeting the requirements of 4(a) above with their application.**
- **Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications. Foreign Language qualifications must also be accompanied by a translation document.**

Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.

The Ideal Candidate Shall Have:

- A career record that demonstrates satisfactory relevant experience.
- Strong interpersonal and communication skills.
- The ability to plan and prioritise work effectively and to work under pressure (both independently and as part of a team).
- The ability to work across functions/departments and with multidisciplinary teams.
- The capability to work in an inter-agency environment and with internal and external stakeholders.
- Demonstrable good professional judgement and decision making / problem solving skills.
- Effective written and verbal communication skills with experience in the preparation and presentation of technical reports.
- A good knowledge of Building Control Legislation and Regulations.
- A good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
- Strong ICT skills.
- A good knowledge and understanding of current fire service developments and how local authorities operate.

Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates.

Management & Change:	<ul style="list-style-type: none"> ▪ Can translate corporate policies and objectives into operational plans and outputs. ▪ Displays the ability to think and act strategically. ▪ Demonstrates innovation and creativity to secure successful outcomes. ▪ Has a clear understanding of the political reality and context of the organisation. ▪ Develops and maintains positive, productive and beneficial working relationships with a range of stakeholders. ▪ Builds networks of technical and professional contacts. ▪ Fully implements safe systems of working in line with Safety Management System. ▪ Effectively manages the introduction of change and overcomes resistance to change.
Delivering Results:	<ul style="list-style-type: none"> ▪ Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations. ▪ Plans and prioritises work and resources effectively. ▪ Establishes high quality service and customer care standards. ▪ Can pinpoint critical information and can address issues logically. ▪ Understands the context and impact of decisions made. ▪ Makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations. ▪ Promotes the achievement of quality outcomes in delivering services. ▪ Evaluates outcomes, identifies learning and implements improvements required.

Leading, Motivating & Managing Performance:	<ul style="list-style-type: none"> ▪ Leads, motivates and engages others to achieve quality results. ▪ Builds and leads positive, diverse and productive section/units and teams effectively. ▪ Leads by example in terms of commitment, flexibility and a strong customer service ethos. ▪ Effectively manages performance including underperformance or conflict. ▪ Empowers and encourages people to deliver their part of the operational plan. ▪ Recognises the value of and requirement to communicate effectively with all employees. ▪ Has highly effective verbal and written communication skills and good interpersonal skills. ▪ Presents ideas clearly and effectively to individuals and groups.
Personal Effectiveness:	<ul style="list-style-type: none"> ▪ Demonstrates an understanding of the role of Assistant Chief Fire Officer in the local authority context. ▪ Demonstrates the range and depth of professional and technical experience, specialist knowledge and training relevant to the role. ▪ Keeps up to date with current developments, trends and best practice in their area of responsibility. ▪ Maintains a positive, constructive and enthusiastic attitude to their role. ▪ Takes initiative and seeks opportunities to exceed goals. ▪ Is self-motivated and persistent when faced with difficulties and obstacles. ▪ Manages time and workload effectively. ▪ Has a strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

The Principal Terms & Conditions:

The post is **wholtime, permanent and pensionable** and will be based in the **Fire Service Headquarters, Carrick on Shannon, County Leitrim**.

1. Duties

The duties of an Assistant Chief Fire Officer are to give to the local authority and

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Act 2001 and Local Government Reform Act 2014, 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 mentioned in sub-paragraph (a) of this paragraph, under the direction and supervision of the appropriate professional employee, such fire or ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned. These duties shall be the exercise or performance of any of the local authority's powers, functions and duties, including the duty of assisting the appropriate Senior Fire Officers, in the supervision of the engineering, fire or cognate services of any of the foregoing local authorities or bodies. In addition, when required to do so, the successful candidate will be required to perform the duty of acting for appropriate professional employees of higher rank during the absence of such employees of higher rank.

Holders of the post will be required to perform duties in relation to Fire Operation, Fire Prevention, Emergency Management, Civil Defence and Building Control as assigned, and such other duties as may be assigned from time to time. Holders of the post will undergo such training as it is considered

appropriate to the performance of the duties of the post and will be expected to conduct in a competent manner the following activities:

- Management of Fire Service operational activities in accordance with Fire Service Operational Plan.
- Inspections in accordance with the Fire Service Act 1981 & 2003, Building Control Act 1990, and Leitrim County Council’s Community Fire Safety Policy (including during performance inspections), and give evidence in court where required.
- Give advice and talks on fire safety to all members of our community which may be out of normal working hours.
- Issue enforcement notices as an authorised officer in accordance with the Fire Service Act 1981 & 2003 and attend and give evidence in court where appropriate.
- Attend incidents as an authorised Rostered Senior Fire Officer, drill nights and exercises out of normal working hours.
- Validate and process Commencement Notices, Fire Safety Certificates, Disability Access Certificates and Certificates of Compliance on Completion in accordance with the Building Control Regulations 1977 -2014.
- Compilation of information and reporting on inspections, fire service training and operational activity, fleet management and requirements of the Health, Safety & Welfare Act 2005 as amended.
- Continuous improvement, review and implementation of Leitrim County Council’s Major Emergency Management Plan and associated guidance documents / protocols in line with the National Framework for Major Emergency Management.
- Implementation of the Council’s Safety Management System including health and safety inspections.
- Such other duties and responsibilities appropriate to the grade as may be assigned from time to time.

Rostering Agreement

The terms of the Senior Fire Officer Rostering Agreement 1996 (or as amended) will apply to this employment, and the successful candidate will be required to participate in the Operational Senior Fire Officers Roster. Prior to entry on the roster the holder of the position will be required to demonstrate relevant experience, in addition to successfully completing the following training:

- QQI Accredited Firefighting Skills course
- QQI Accredited Using Breathing Apparatus (Initial Wearer) course
- QQI Accredited Using Breathing Apparatus (Compartment Fire Behaviour Training)
- National Incident Command Course
- NDFEM Managing Fire Service Incidents, Module 2 Course

2. Salary:

The salary scale for the position of Assistant Chief Fire Officer (analogous to the Executive Engineer Grade) will be within the range (scale effective 1st February 2026):

**€60,255 - €62,447 - €64,640 - €66,837 - €69,032 - €71,226- €73,423 –
€75,606 - €77,813 - €80,001 - €82,523 (LSI 1) - €83,758 (LSI 2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

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

The salary 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 salary) 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.

3. Residence:

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices or wherever assigned by the Local Authority.

The holder of the post will be based in **Fire Service Headquarters, Carrick on Shannon, County Leitrim**. Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any base or to any premises in use by the Council now or in the future.

4. Probation:

All contracts will be subject to a probationary period, during which the performance of the successful applicant will be regularly evaluated.

Where a person is permanently appointed to Leitrim County 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 his/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) There will be ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

5. Health:

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination / assessment by a qualified medical practitioner to be nominated by the local authority.

New entrants to the fire service must be medically fit¹ to undertake operational training associated with fire services work.

¹ Meet the provisions of "Medical Standards for Recruit Retained Fire-Fighters" published by the Local Government Management Agency

6. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum. The annual leave year coincides with the calendar year i.e. January to December.

7. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week, Monday to Friday. The post requires flexibility in working outside of normal hours, including attendance at evening / weekend, training duties etc. as necessary.

The Council reserves the right to alter hours of work from time to time.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Candidates will be required to participate in the Operational Senior Fire Officers Roster in accordance with the 1996 Rostering Agreement (or as amended).

8. Superannuation:

All new entrants to pensionable public service employment on or after 1st January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

9. Retirement Age:

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks. In accordance with Circular Letter 24/2020 Single Pension Scheme Members normal retirement age will be in line with the age of eligibility for the State Pension (Contributory). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

10. Pension Abatement:

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee's re-employment, that pension will be subject to

abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

11. Drivers Licence / Travel:

Holders of the post shall be required to possess a current unendorsed full driving license (Category B) and shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

12. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

13. Garda Vetting:

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

14. Data Protection:

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

SELECTION PROCESS:

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a 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 the appointment within such period or longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

All applications must be made on the official Application Form which is available to download on Leitrim County Council's website www.leitrim.ie or alternatively, contact the Human Resources Department (**Email: jobs@leitrimcoco.ie**)

Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format only as One Single Document (not individual scanned documents).

CLOSING DATE:

Completed Application Forms must be submitted by 4:00 p.m. on Thursday, 16th April 2026 via email to jobs@leirimcoco.ie. Applications received after this date and time will not be considered.

Please quote ‘Assistant Chief Fire Officer Application’ followed by your name in the subject line of the email.

Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

NOTE:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

LEITRIM COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER