



Comhairle Chontae Liatroma Leitrim County Council

Candidate Information Booklet (Please read carefully)

Post of:

**Civil Defence Officer
(Analogous to Grade VI)**

Closing Date: 4:00 pm on Thursday, 15th October 2026

Important Notes

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

Please quote '**Civil Defence 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

Civil Defence is a statutory volunteer-based organisation that supports the front-line emergency services dealing with severe weather, flooding, major accidents and searching for missing people. Civil Defence also supports community events throughout the year including large events such as air shows, concerts and festivals, sports events as well as smaller local events such as parades. There are currently approximately 3,500 volunteer members throughout Ireland of which 28 are in Leitrim. There is a Civil Defence Unit in each local authority area and the Department of Defence, through its Civil Defence Branch, is responsible for the overall policy direction of Civil Defence.

The Civil Defence Officer is a full-time employee of the Local Authority and is responsible for the day-to-day management of the Civil Defence Unit and will work under the direction and management of the officer as designated by the Chief Executive and will, from time to time, be required to deputise for senior personnel and must be willing to take on this challenge.

The Qualifications:

1. Character

Each candidate shall be of good character.

2. Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

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:

- (a) Possess a good standard of administrative experience including the use of IT
- (b) Possess a good general standard of education
- (c) Possess a full, clean, Class B Manual Driving Licence, and
- (d) Have satisfactory experience in the supervision and development of staff / volunteers.

It is desirable that candidates have experience in Civil Defence or in other volunteer-based emergency organisations or in emergency response services.

The Ideal Candidate Shall Have:

- Excellent knowledge and understanding of the role of the Civil Defence Officer and Civil Defence in a Local Authority.
- Understanding of the structures and environment within which the local authority sector operates and the role of the Civil Defence Officer in this context.
- Experience of managing and supervising staff and/or volunteers including the development of staff and/or volunteers.
- Have the ability to integrate well with existing Civil Defence Volunteers.
- Be able to work on his/her own initiative as required.
- Strong interpersonal and written and verbal communication skills and the ability to prepare and present reports and to represent Leitrim Civil Defence and Leitrim County Council in a professional and credible manner.
- Strong administrative and ICT skills.
- Understanding of financial planning, budget monitoring, procurement procedures and the effective management of resources to support operational objectives.
- Be willing to work outside of normal working hours as required.
- Have the ability and understanding to follow policy and procedures.
- Have a good working knowledge, or demonstrate an ability to acquire a good working knowledge, of the legal, regulatory and governance framework within which Leitrim County Council operates and adheres to corporate policies, protocols and procedures.
- Previous experience in an emergency response volunteer management role is desirable.

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:

Knowledge, Experience and Skills	• Knowledge and understanding of Civil Defence in a Local Authority and the Civil Defence Officer role. • Experience of managing and supervising staff and/or volunteers. • Proficiency in administration and ICT. • Strong organisational and leadership skills • Experience in an emergency response and volunteer management role.
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Management and Change:	• Clear understanding of political reality and context of the local authority. • Knowledge and understanding of the structure and functions of local government. • Ability to translate policies and objectives into operational plans and outputs. • Develops and maintains positive, productive and beneficial working relationships with relevant interests. • Effectively manages the introduction of change and demonstrates flexibility and openness to change. • Has knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.
Delivering Results / Communicating Effectively:	• Contributes to the development of operational plans and leads the development and implementation of team plans. • Ability to develop and deliver programmes and projects and to work to strict deadlines. • Plans and prioritises work and resources effectively. • Establishes high quality service and customer care standards. • Makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations.
Performance through People:	• Leads, motivates and engages employees and volunteers to achieve quality results and to deliver on operational plans. • Ability to build and lead a positive, diverse and productive team effectively. • Strong organisational skills including meeting facilitation and administration. • Effectively manages performance. • Effectively identifies and manages conflict. • Demonstrates good interpersonal skills and effective verbal and written communication skills. • Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.
Personal Effectiveness:	• Relevant management and administrative experience at a sufficiently high level. • Understanding of the structures and environment within which the local authority sector operates and the role of the Civil Defence Officer in this context. • Takes initiative and seeks opportunities to exceed goals. • Manages time and workload effectively and remains calm under pressure. • Maintains a positive, constructive and enthusiastic attitude to their role. • Commitment to integrity and good public service values.

The Principal Terms and Conditions:

The position is **whole-time, permanent and pensionable**.

1. Duties

The duties of the office 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 Acts, 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 general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, supervisory and advisory nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

The main duties and responsibilities of the Civil Defence Officer may include but are not limited to:

- To assist in the preparation and submission in a timely manner and in consultation with local authority management, of the three-year Civil Defence plan as required under Section 8 of the Civil Defence Act, 2023.
- To manage the day to day activities of the Civil Defence Unit, co-ordinating the arrangements necessary for the implementation of the Civil Defence plan and the safe completion of duties, including but not limited to risk assessment and appropriate resourcing of all duties, ensuring that duties are completed within the agreed standard operating guidelines and policies.
- Responsibility and upkeep of the Volunteer Equipment Management System (VEMS).
- Management of Health Products Regulatory Authority (HPRA) requirements in relation to controlled Drugs.
- To represent Civil Defence on local emergency planning structures and to promote good relations with key personnel in the Principal Response Agencies.
- To provide support to the Principal Response Agencies (Local Authority, An Garda Síochána and Health Service Executive (HSE)) in emergency and non-emergency situations in accordance with the 2015 White Paper on Defence, the Towards 2030 policy document and the Framework for Major Emergency Management.
- Represent Civil Defence on the Crisis Management and Major Emergency Teams.
- To formulate, and periodically review, such Civil Defence Plans as are required to comply with its statutory responsibilities.
- Provision of support in relation to community, charitable and local authority events.
- To implement and comply with relevant policies, circulars and guidelines (including the Civil Defence Act (Code of Practice) Regulations 2023) as set out by the Civil Defence Branch of the Department of Defence, in consultation with their Line Manager.
- To liaise with the Civil Defence Branch of the Department of Defence on behalf of the local authority and to attend meetings for that purpose.
- To attend training provided by the Department of Defence and the local authority.

- To arrange for the recruitment, organisation and management of Civil Defence volunteers.
- To arrange and ensure that Civil Defence volunteers are appropriately trained including mandatory training, to facilitate progression of training for volunteers, including completing an annual training needs analysis,
- To carry out instructions issued by the Department of Defence in relation to the processing of the annual operational grant and any other grants that are provided.
- To carry out instructions issued by the local authority/Department of Defence for the purchase, care, maintenance, issue and control of Civil Defence uniforms, vehicles and equipment.
- To maintain adequate records, registers in the manner required and any other reporting requirements as may arise.
- To promote Civil Defence in the local authority area.
- Provision of relevant training as required.
- Such other duties appropriate to the office as the Chief Executive of the local authority and/or Department of Defence may assign, including emergency duties and duties in relation to the area of any other local authority.
- Any other duties as may be assigned from time to time.

The post holder may be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to an appropriate Officer or such duties as designated from time to time.

2. Salary:

The salary scale for the post of Civil Defence Officer (analogous to Senior Staff Officer) (effective from the 1st of June 2026) is within the range:

€58,474 – €59,869 – €61,570 – €64,767 – €66,677 – €69,051 LSI1 – €71,437 LSI2

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. 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 services which they are 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.

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. Annual Leave:

The annual leave entitlement for this post will be 30 days per annum.

6. 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 by a qualified medical practitioner to be nominated by the local authority.

7. Working Hours:

The successful candidate's normal hours of work will be 35 hours per week which will include weekend and evening working hours as required.

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

Due to the nature of this post, there may be a requirement to work outside of normal hours, including at evenings and weekends, as necessary from time to time for which Time in Lieu on a time for time basis will apply. No additional remuneration/ overtime will be paid in respect of such activities. 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.

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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 coordinated 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.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). 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. Driving Licence:

Holders of the post shall possess a current unendorsed full driving licence (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 interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position 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 are available to download on Leitrim County Council's website www.leitrimcoco.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 15th October 2026 via email to jobs@leitrimcoco.ie. Applications received after this date and time will not be considered.

Please quote 'Civil Defence 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.

NOTES:

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