



Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

Position Of Retained Fire Fighter Portumna Fire Station

ROLLING CALL

Important Notes:

- Please submit *your application form inclusive of all other required documentation* to hr@galwaycoco.ie as ***ONE SINGLE document*** (not individual scanned documents).
- Candidates must submit a copy of all declared qualifications and a copy of driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.
- Galway County Council may conduct the interviews for this recruitment competition online via **Microsoft Teams**.

COMHAIRLE CHONTAE NA GAILLIMHE
GALWAY COUNTY COUNCIL

CONDITIONS AND PARTICULARS OF SERVICE OF RETAINED FIRE FIGHTERS (COUNTY RETAINED) PORTUMNA FIRE STATION
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The County Fire Service is organised on a part-time basis. Its purpose is to make reasonable provision for the prompt and efficient extinguishing of fires and for the protection and rescue of persons and property from injury by fire. Membership of the Fire Service is voluntary and members are free to resign from the Service giving adequate notice in accordance with the Organisation of Working Time Act, 1997 should they wish to do so. The conditions of service are as follows:

- (1) Members must be of good character and the County Council may make whatever enquiries it considers necessary to satisfy this condition.

- (2) The retirement age is 55 and a retirement gratuity is payable.

- (3) A firefighter must be physically fit, and possess intelligence and initiative. Before he/she is accepted he/she will be required to pass a medical examination, including x-ray and other tests, at his/her own expense (this may subsequently be recouped on appointment). The Council will not be responsible for any expense involved in having any medical defects discovered at medical examination remedied. He/she will be required to undergo periodic medical examinations in service in accordance with paragraph (14).

- (4)
 - (a) He/she will be required to be reasonably available for duty at all times, unless prior notification of absence is given to the officer in charge of the Station. Written evidence from the applicant's employer as to availability must be provided and the Council in its sole discretion shall decide as to whether the evidence is acceptable. Self-employed must also provide written evidence, to cover the candidate's availability for initial training, and on recruitment, for fire and other calls, drills, training and other duties which the firefighter may be required by the County Council to perform.

 - (b) He/she will be required to attend fire brigade calls when called upon, and to carry out any other duties as ordered by an authorized officer of the Fire Service.

- (5) Persons appointed shall reside and work within a 1.5 mile radius or within a reasonable distance of their fire station to enable them to function effectively Persons appointed will be required to show documentary evidence of both their work address and the address of their permanent residence prior to being appointed (a letter from your current employer confirming current employment address and recent utility bills, bank statements or tenancy agreement).

On receipt of a fire or other emergency call they should be in attendance at the station **within five minutes**. A change of residence or place of employment that would place him/her outside these limits will mean automatic termination of employment or he/she will resign from the Service.

- (6) He/she will be required to attend 85% of normal training practices and to have 75% attendance at actual fires and emergency calls in each quarter to qualify for quarterly retainer/availability fee. He/she will be paid a fee of **€47.50** per hour for attendance at drills.
- (7) He/she will be required to attend special courses of training of a longer duration if necessary as detailed by the Chief Fire Officer, within and outside the County.
- (8) He/she will be paid for attendance at fires at the rate of **€47.50** per hour for the first hour or part of, and **€23.75** per hour thereafter. (Day fires 8.00 a.m. - 8.00 p.m.).
For night fires (8.00 p.m. - 8.00 a.m.) he/she will be paid **€95.00** per hour for the first hour or part of, and **€47.50** per hour thereafter. Weekend fires are paid for at the same rate as night fires.
- (9) In addition, a retaining fee will be paid quarterly subject to conditions in force. Current Retaining Fees per annum are as follows:

Part Time Fire Fighter	01/10/2023
On recruitment	€11,769
2-4 Years	€12,751
5-7 Years	€13,963
8+	€15,067

Community Fire Safety

A payment will be made reflecting the active role undertaken by firefighters when they attend incidents, in educating community members on the importance of fire safety and identifying the fire risks and the proper precautions that should be taken to protect their homes and their families. The value of this payment will be 40 hours annually, to be made as a fortnightly payment of **€36.54**.

- (10) All personnel are covered by an insurance policy in relation to injury at work in the Fire Service.
- (11) Protective clothing and standard equipment is supplied to each member.
- (12) Driving Licence: **A candidate must, at the date of application, be the holder of a full un-endorsed valid Class 'B' Driving Licence.** It is a condition that upon signing this Contract that you will successfully obtain a Class 'C' driving licence to drive emergency front line appliances prior to the completion of your probationary period, at your own expense. In the event of you not achieving this licence within 12 months from the date of signing your contract, you will be requested to apply for a re-test at your own expense within one month and in the event of you not achieving the licence on the re-test Galway County Council reserves the right to terminate your Contract.

It is the responsibility of the fire fighter to notify the Chief Fire Officer in writing without delay of any endorsement or suspension applied to your licence.

- (13) (a) From the date of commencement as an operational retained firefighter, there shall be a period of one year during which the firefighter shall be on probation. Such period of one year may be extended at the absolute discretion of the County Council. The firefighter shall cease to be a firefighter at the end of the period of probation unless the County Council is satisfied that the firefighter has been satisfactory in all respects (see point b);
 - (b) A firefighter, during his/her probation, will be required to undertake a recruit training course and an Initial Breathing Apparatus Wearers course, or any other course that the Council may consider necessary, and a firefighter who fails to pass the above mentioned courses will cease to be a firefighter at the end of the period of probation.
- (14) Annual leave must be taken, as per Organisation of Working Time Act 1997 and holiday pay will be paid accordingly as per agreed national guidelines from LGMSB in November 2000. An Annual Leave request form is in operation for approval of Annual Leave.
- (15) He/she will attend medical examinations as per Occupational Health system for retained fire-fighters as issued by LGMSB to Fire Authorities and more frequently if requested by Galway County Council for specialised courses.

- (16) Where a member becomes incapacitated as a result of serious illness or injury, paid leave shall be provided for twelve weeks on receipt of a Medical Doctor's report. Paid sick leave may be extended to six months depending on the merits of the case and the applicant's attendance records. Extended sick leave would generally only be extended to a member on one occasion only. An application of sick leave extension has to be made in writing to the Chief Fire Officer for his approval and sanction.

CITIZENSHIP

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

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

ATTENDANCE LEVELS

In the case of fire drills, the attendance criteria will be 85%. Drills shall be held at such frequency as decided by the County Council in its absolute discretion.

A fire-fighter will be required to give 75% response to fire and emergency call-outs in each quarter. Generally the fire fee for the first hour of attendance is double the normal fee. The double rate however, will not be payable where a fire-fighter does not respond within five minutes of the fire call. Where the first fire appliance does not leave the station within five minutes of the fire call, then any fire-fighter who is on the appliance or in the station when it leaves the station may be paid at the higher rate.

When a fire fighter does not respond to the station within 15 minutes of alert no payment will be paid for that incident.

Where the Chief Fire Officer considers that a fire-fighter is not meeting the required standard of attendance, he will have the right to withhold the retainer as follows:

50% in a first quarter

100% in a second quarter in any twelve months

A fire-fighter will receive four weeks notice of intention to withhold the retainer. Any further failure to meet the liability will be dealt with through the Disciplinary procedure. Any firefighter who has a grievance regarding the withholding of the payment can process their grievance through the agreed procedures.

Note - Canvassing:

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 candidate's favour any officer of the County Council or persons nominated by the County Manager to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

REGULATIONS FOR FIRE BRIGADE PERSONNEL

1. Every member must report for duty with the utmost speed on notification of a fire call. The onus of arranging to receive call out alarm rests with members.
2. Every member must remain at duty until;
 - the fire has been extinguished and the brigade has returned to the station, and the equipment has been carefully and properly stored away, and the party dismissed by the officer in charge, or;
 - relieved by another member on the order of the officer in charge.
3. No member shall leave his post unless the prior approval of the officer in charge is obtained, and no member shall relieve another member without the prior approval of the officer in charge.
4. Firefighters are responsible for fire fighting under the direction of the officers and for the carrying out of such other orders as may be given to them from time to time by an officer either in writing or verbally.

5. Any member of the fire brigade who:-
- (a) fails to carry out his duties in a smart and efficient manner,
 - (b) fails to take proper care of his equipment,
 - (c) fails to carry out an order from a superior officer given verbally or in writing,
 - (d) Causes any damage to premises or equipment through carelessness,
 - (e) Adopts a negative or obstructive attitude likely to interfere with the smooth and efficient working of the brigade,
 - (f) Attempts to introduce issues which have no bearing on fire brigade duties,
 - (g) Attempts directly or indirectly to intimidate any member into any particular action against his/her will,
- shall be reported immediately to the Chief Fire Officer who will investigate the matter. Any member found guilty of any of the above may be reprimanded, suspended or dismissed.
6. Any member of the fire brigade who is unpunctual at drill shall not be paid drill fees and where a member is absent from two consecutive drills he shall be liable to be dismissed.
7. Each member of the fire brigade shall while engaged on fire brigade duties at fires, practice, traveling to or from fires, and while on the fire brigade premises, carry out his duties in a smart and efficient manner. Any slovenliness or otherwise unsatisfactory carrying out of his duties on the part of any member of the fire brigade shall be reported to the Chief Fire Officer for necessary disciplinary action.
8. Each member of the fire brigade who volunteers for fire brigade service must be prepared to accept the many risks entailed and fulfil to the best of his/her ability his/her duty in the saving of life, the fighting of fires and the saving of property.
9. As part of the interviewing process each member must pass a series of pre-qualification tests to determine he/she's suitability for the fire service. These tests will be carried out by the Council/Chief Fire Officer before being admitted as a student on the Recruits Induction course. If the student fails to pass these pre-qualification tests he/she is deemed to be unsuitable for admittance to Galway Fire Service

CODE OF PRACTICE ON RECRUITMENT AND SELECTION PROCEDURES

GENERAL PRINCIPLES

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

ADVERTISING

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and/or local newspaper's, as well as the Council's website at www.galway.ie and/or the national website www.localgovernmentjobs.ie

LEGISLATION

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts. The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When your application is received, Galway County Council creates a record in your name, which contains much of the personal information you have supplied. This personal

record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2018. Our general retention period for applications and interview notes is 2 years and documents are then securely destroyed. The Personnel Department may use external selection board members and these board members may receive, or have access to, candidate application data in order to assist in the determination of suitability for a specific role; selection board members have a duty to keep such information confidential and secure and selection board members are aware of this duty. To make a request to access your personal data please submit your request by email to: dpo@galwaycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are provided to ensure that they have the opportunity to perform to their optimum at interview.

WHAT ARE YOUR RESPONSIBILITIES?

- *Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.
- *Submission* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy.
- *Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.
- *Integrity and Fairness* – this comprises four main issues:
 - Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking.
 - Candidates must not knowingly provide false information on their application.

- No other person may impersonate or represent a candidate at any stage of a selection process.
- Candidates must not interfere with or compromise the process in any way.

Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

APPOINTMENT ON MERIT

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position, and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.
- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:
 - Shortlisting of candidates on the basis of information contained in their application form;
 - Shortlisting of candidates on the basis of being the holder of a full un-endorsed current Category C Driver’s Licence.
 - Other written, oral or practical tests appropriate to the position;
 - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board *or*
 - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.

- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

YOUR RIGHT TO INFORMATION AND TO APPEAL

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited and the candidate will be informed of the outcome of this review.

GALWAY COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER