



Comhairle Chontae Chill Chainnigh
Kilkenny County Council

HUMAN RESOURCES DEPARTMENT

Recruitment Guidance Booklet - Applicants



Competition Name:	Retained Firefighter for Graiguenamanagh, Fire Brigade
Competition ID:	2026/O/FS/PT/06
Competition Type:	Open
Competition Closing Date:	Friday 10th March 2026 at 4.00 pm

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2.0 KILKENNY COUNTY COUNCIL

Kilkenny County Council provides services to a population of over 103,000 citizens in County Kilkenny in areas of housing, roads, transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, arts and water services.

We have over 750 employees and can offer exciting careers across our services in various roles such as engineering, technical, financial, management, administration, library services, fire services and general services. Our headquarters are in Kilkenny City and we have area offices throughout the county.

The Council operates within an annual revenue budget of €120.9 million and a multi-annual six-year capital budget of €832 million.

Our Mission

Kilkenny County Council is committed to working with the people of Kilkenny to develop sustainable, connected, economically thriving and proud communities with the consideration of climate change embedded into all of our policies and services.

Our Values

1. Accountability and Transparency

We will communicate openly with people and we will be transparent in all decision-making.

2. Inclusiveness, Equality and Accessibility.

We prioritise social inclusion, equality of access and opportunity, and we will encourage the people, groups and organisations we work with to take a similar approach.

3. Leadership

We are committed to providing democratic and civic leadership in guiding the positive development of the City and County.

4. Pride

We will take pride in our work and in the leadership role of Kilkenny County Council in the economic, social, cultural and environmental development of the City and County.

5. Quality Service

We will provide an accessible, courteous, consistent, impartial and responsive service and we will strive for continuous improvement in our service delivery.

6. Sustainability

We will act in a sustainable way in relation to finance, the environment, our heritage, community affairs and socio-economic issues. We will work in ways that will not constrain the current or future needs of the people and communities of Kilkenny City and County.

7. Value for Money

We will use resources efficiently and continually assess and evaluate our performance.

For further information on Kilkenny County Council see:

[Kilkenny County Council Corporate Plan 2024 – 2029](#)

3.0 JOB REQUIREMENTS

PLEASE NOTE:

- **FAILURE TO UPLOAD ALL REQUIRED DOCUMENTS I.E. QUALIFICATIONS, I.D. ETC., AT SUBMISSION STAGE WILL AUTOMATICALLY RESULT IN AN INVALID APPLICATION.**
- **APPLICANTS SHOULD SATISFY THEMSELVES THAT THEIR EDUCATIONAL QUALIFICATIONS MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION.**
- **APPLICANTS WITH NON-IRISH QUALIFICATIONS CAN AVAIL OF THE ON-LINE RECOGNITION OF FOREIGN QUALIFICATIONS SERVICE PROVIDED BY QUALITY AND QUALIFICATIONS IRELAND (QQI) AND MUST SUBMIT PROOF OF SAME WITH THEIR APPLICATIONS.**
- **FAILURE TO FULLY COMPLETE EACH QUESTION ON THE APPLICATION FORM MAY DEEM YOUR APPLICATION INVALID (ANSWERS WHICH REDIRECT TO OTHER RESPONSES ARE NOT PERMITTED).**

Minimum Eligibility Requirements

3.1 QUALIFICATIONS:

3.1.1 CHARACTER:

A Firefighter must be of good character and shall not at any time bring the County Council into disrepute. Employment will be subject to the provision of satisfactory references and Garda Vetting.

3.1.2 AGE:

A Firefighter must be not less than 18 years on the first day of the month in which the latest date for receiving application forms occurs. A birth certificate must be submitted to the County Council as proof of age before a person is engaged as a recruit.

3.1.3 EDUCATION:

Firefighters must have attained a satisfactory level of education to enable them to perform satisfactorily as a Firefighter and to successfully undergo the appropriate training.

3.1.4 HEALTH:

A Firefighter shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Each applicant must be free from any defect or disease which would render him/her unsuitable to hold the office.

An operational Firefighter is required to maintain an appropriate level of physical fitness.

3.1.5 DRIVERS LICENCE:

A recruit Firefighter shall possess a valid full current Category B Driving Licence at the time of applying for the post and ideally a Category C Driving Licence for HGV with up to eight passengers.

All newly appointed Retained Firefighters will be required to attain a Category C Driving Licence. Firefighters will co-operate with further Driver Training and will be required to drive fire service vehicles, if operationally needed. Failure to attain a Category C licence, within the probationary year, may result in termination of employment.

If a Firefighter has their licence suspended or removed for any reason, they must immediately inform the County Council, and it shall be dealt with through the Council's disciplinary procedure and may result in termination of service at the absolute discretion of the County Council.

3.1.6 GARDA VETTING:

The successful candidate will 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 (or any subsequent amendments to the legislation mentioned) in advance of appointment and on a periodic basis thereafter for the duration of their employment.

3.1.7 RESIDENCE:

Persons appointed must live and work within a maximum of 8 minutes travel time from the designated Fire Station (based on GPS navigation planner e.g. Google maps or similar as determined by Kilkenny County Council) to allow them to respond for the duration of their employment as a Firefighter. The Council retains the right to request further evidence, if required on the information supplied, for the purpose of verification of place of residence and location of employment.

A Firefighter shall notify the County Council in writing of any subsequent changes of residence or place of employment. A change of residence or place of employment that would place the Firefighter outside these limits will mean automatic termination of employment. The Council will check this prior to appointment and at periodic intervals after appointment.

3.1.8 OTHER EMPLOYMENT:

Written evidence must be provided from the employer as to availability prior to appointment, and the County Council in its sole discretion, shall decide as to whether the availability as so provided is acceptable. If the Firefighter's primary employer subsequently changes their conditions of employment and does not allow the Firefighter to attend fire calls / drills during working hours, employment will be terminated. Self-employed must also provide written evidence as to availability prior to appointment. 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 Firefighter may be required by the County Council to perform.

4.0 JOB DUTIES AND RESPONSIBILITIES

4.1 DUTIES OF THE ROLE SHALL INCLUDE:

- i. A Firefighter shall be required to attend at fires and other emergencies, drills, displays and other duties at such times and for such periods as required by the County Council. Failure to respond promptly to fire or other emergency calls will be addressed through the Local Authority's disciplinary procedure. Firefighters shall be available and capable at all times when required for attendance at fires or other incident types.
- ii. Each Firefighter who attends for Fire Brigade service must be prepared to accept the work entailed and to fulfil to the best of their ability their duty as a Firefighter in the saving of life, saving of property and the fighting of fires or other such emergencies.
- iii. Every Firefighter must comply with Kilkenny County Council's Crew Management Arrangements for Retained Firefighters. Firefighters who are on standby during fires or other incidents shall remain at the Station and perform such duties as may be assigned by the Station Officer from time to time during the callout.
- iv. When required a firefighter will substitute for any other firefighter absent through sickness, annual leave or any other reason.
- v. Firefighters shall ensure that the Fire Station is kept clean & tidy at all times. Firefighting equipment shall be kept clean, inspected, tested and maintained properly and stowed away in a safe manner.
- vi. Firefighters are required to adhere to and co-operate with all National and Local Agreements pertaining to the Fire Services.
- vii. Firefighters will be required to attend Training Courses as directed.
- viii. Firefighters must undertake driving duties as required.
- ix. Comply with all organisational policies, procedures and legislation.
- x. Firefighters shall be responsible for items of personal equipment issued to him/her in connection with his/her employment.
- xi. Each Firefighter shall carry a Fire Brigade pocket alerter at all times and it shall be his/her responsibility to ensure that it is kept in proper working order.
- xii. Any other duties as may be assigned from time to time.

5.0 PARTICULARS OF OFFICE

5.1 TYPE OF POST

To form a panel from which relevant vacancies may be filled.

5.2 CONDITIONS OF EMPLOYMENT

5.2.1 Employment:

The employment is part-time and pensionable. The initial employment will be for a probationary period of one year (and may be extended if required).

5.2.2 Retirement:

A firefighter shall retire—

- I. upon attaining age of 55 years, or
- II. where the firefighter wishes to serve beyond that age and the fire authority who employs him or her is satisfied that he or she is medically fit to continue to serve as a firefighter upon attaining that age but not beyond attaining the age of 62 years.

A retained firefighter shall retire upon attaining the age of 55 years (minimum retirement age). Where they wish to serve beyond that age, and the employing fire authority is satisfied that the retained firefighter is declared medically fit to do so, having undergone the appropriate annual medical assessment, the retained firefighter may continue to serve upon attaining age 55, but not beyond attaining the age of 62 years (62nd birthday). Where a retained firefighter is declared not to be medically fit to continue to serve as a firefighter, they shall retire. Retained firefighters are therefore required to make an application for an extension to be made to their existing contract of employment, six months in advance of their next birthday, in each year an extension sought. Any significant change in a firefighter's medical condition during the extended period must be notified to the employer.

5.2.3 Health:

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

Medical Examination, etc.:

Before recruitment, in order to ascertain the health of a candidate, successful applicants shall undergo such medical examinations (which may include x-ray and/or other special tests) as the County Council considers necessary. The County Council will nominate the medical examiners. The candidate must comply, at their own expense, with such remedial requirements as the County Council consider necessary.

An Operational Firefighter shall: -

- a. Agree to participate in the Occupational Health Scheme for Retained Firefighters in operation by Kilkenny County Council; and
- b) At any time, if requested by the County Council, undergo such medical examination(s) by medical examiner (s) as nominated by the County Council; and

- c) Attend medical examinations in accordance with the frequency set down in the Occupational Health Scheme for Retained Firefighters as issued by the (LGMA) to Local Authorities

Any defects discovered pertaining to a medical examination will not be remedied at the County Council's expense.

Retention as an operational Firefighter will depend upon receipt of satisfactory reports by medical examiner(s) and to the general condition above as to health. On reaching 55 years of age or sooner, if found to be medically unfit, a Firefighter shall cease to be a Firefighter.

An operational Firefighter is required to maintain an appropriate level of physical fitness.

5.2.4 Probation:

Before appointment as a Firefighter, a recruit shall attend and successfully complete the three-week Firefighter Skills Training Course.

Recruit Firefighters will be required to undergo and successfully complete the following recruit training programmes during their probationary period: -

- a) A three-week Recruit Firefighting Skills Course (including manual handling);
- b) A two-week Breathing Apparatus Initial Wearers' Course;
- c) Attain an HGV "C" Driving Licence;
- d) A one-week Breathing Apparatus Compartment Fire Behaviour Course; and
- e) Any other course that the County Council may consider necessary.

Training Fees will be paid at the current hourly rate for Firefighters during training. This hourly rate is currently €26.04.

Failure to successfully complete all of the above courses will result in the termination of the Firefighter's employment as the recruit firefighter has failed in achieving the appropriate competency to undertake the role. Some or all of the above courses will be held at a training facility, which may or may not be situated locally.

From the date of commencement as a recruit Firefighter, there shall be a period of 12 months during which the recruit Firefighter shall be on probation. During this time the recruit Firefighter shall be continually assessed to determine his/her suitability for continued employment. Such period of 12 months may be extended at the absolute discretion of the County Council. The recruit shall not become a permanent Firefighter at the end of the period of probation unless the County Council is satisfied that the Firefighter has been satisfactory in all respects.

5.2.5 Remuneration:

A Firefighter shall be paid at the appropriate approved national rates of Fire and Drill Fees and Retainer Fees and in accordance with any national agreements for retained Firefighters. Payment of fees is currently made fortnightly.

Retained Fire Service – Fire Fighter - Rates Applicable at 1st August 2025

RETAINER ALLOWANCE		
Service	Duration	Allowance
0-2 year	1 Year	€16,852.00
2-4 Years	3 Years	€17,864.00
5-7 Years	3 Years	€19,112.00
8+ Years		€20,251.00

ATTENDANCE RATES				
DRILLS	FIRE			
	DAY*		NIGHT/WEEKEND	
Basic Rate per Hour	1 st Hour	Subsequent Hour	1 st Hour	Subsequent Hour
€26.04	€52.08	€26.04	€104.16	€52.08

* Day is 08:00 – 20:00 every weekday excluding Bank Holidays

OTHER ATTENDANCES	
Training Courses	€26.04 per hour
Community Fire Safety Annual Payment	Fixed payment of €40.06 per fortnight
Community Fire Safety Additional Hours (discretionary)	€26.04 per hour
Other Attendances / Special Works – all other hours authorised by the Line Manager	€26.04 per hour

The above rates are subject to review on an ongoing basis.

For those retained firefighters who qualify for a pension, pension abatement will apply in the normal manner (the pension that has been awarded will be reduced so that the person concerned will not receive more in combined pension and occupational income than they would have received if they had remained working). If the retained firefighter has other public service pensions in payment, these would need to be taken into account in determining the level of abatement.

5.2.6 Annual Leave:

The terms of the Organisation of Working Time Act, 1997 shall apply.

A Firefighter's annual leave entitlement will be calculated in accordance with the Organisation of Working Time Act 1997 and S.I. 473 of 2001 Regulations. A Firefighter is entitled to a maximum of 4 working weeks i.e. 28 days. Payment for annual leave will be 8% of earnings inclusive of community fire safety, station duties, drill hours, training hours and average of calls in previous 52 weeks.

A Firefighter will be required to comply with the terms of the Crew Management Arrangements for Retained Firefighters as operated by Kilkenny County Council. In cases of Annual Leave, advance notice must be given to the Station Officer or in their absence, to the Sub-Officer in advance of the first day of Annual Leave. Approval of annual leave will be subject to minimum crewing levels being maintained at station level. Each Firefighter must use their leave sheet or other means to record such annual leave absences. The provision of annual leave will be on the basis of 50% of annual leave on periods which the firefighter is rostered on and 50% of periods which the firefighter is rostered off for attendance at calls.

5.2.7 Safety Health & Welfare:

Kilkenny County Council acknowledges its role in protecting the safety, health and welfare of its Firefighters. The County Council is committed to implementing and maintaining a programme that ensures, where possible, that all risks and hazards are eliminated or controlled to an acceptable level. The County Council will implement safe systems of work and methods to protect the safety, health and welfare of its Firefighters.

A firefighter shall comply with Section 13 of the Safety Health and Welfare at Work Act 2005, and shall familiarise themselves and cooperate with the terms of Kilkenny County Council's safety management system and associated Policies, Procedures and Guidance.

5.2.8 Learning and Development:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. In addition, there are many opportunities for further professional and personal development.

A Firefighter will be required to comply with the requirements of the Kilkenny Fire Service Training Policy, Annual Training Programme and Drill Night Programme.

A Firefighter must attend other relevant courses run by the Fire Authority or the National Directorate for Fire and Emergency Management.

A Firefighter shall attend and participate in drills and shall undergo from time to time, courses and further training as required or deemed appropriate by the County Council. The County Council shall decide the location(s) of the training. Adequate advance notice shall be given to Firefighters. This training may include on-going assessments as deemed appropriate. Attendance at drills and training will be required whether the firefighter is rostered on or off, unless on approved leave.

A Firefighter shall be expected to acquire a level of training and knowledge as to enable them to interchange with and act as substitute for all personnel at operational level in the fire service of the County Council.

Training Fees will be paid at the current hourly rate for Firefighters during training. This hourly rate is currently €26.04.

5.2.9 Attendance at Drills and Incidents:

There is an obligation on Firefighters to attend at alert/fire calls and at drills. This is the basis on which a retainer is paid. The onus on arranging to receive an alert/fire call shall rest with the Firefighter.

Drills: Notwithstanding any other disciplinary action that the County Council may apply, failure to attend or participate in 85% of all drills in any quarter of a year, without good reason, will be addressed through the Local Authority's disciplinary procedure.

Incidents

In the case of an alert/fire call the Firefighter shall attend all calls within their Rostered-On duty Period (24 Weeks per annum). Firefighters who attend calls will be remunerated as per the Crew Management Arrangements for Retained Firefighters as operated by Kilkenny County Council.

Where the Chief Fire Officer considers that a Firefighter is not fulfilling the above attendance standards which he/she considers reasonable in all the circumstances, the Chief Fire Officer will consider the matter of attendance under the Council's disciplinary policy. Subsequent continuing failure to meet the above attendance standards, without good reason, shall be dealt with through the disciplinary procedure, and may result in termination of service at the absolute discretion of the County Council.

5.2.10 Absences:

A Firefighter will be required to comply with the terms of the crew management arrangements for retained firefighters and the Attendance Management Policy as operated by Kilkenny County Council.

5.2.11 Sick Leave:

If absent on sick leave, the Firefighter must immediately inform his/her Station Officer or Sub Officer. Where a Firefighter is absent due to sickness for three or more consecutive days, they shall submit a sick leave certificate to the Council from a medical doctor. The medical certificate must be signed and state the medical practitioner's Medical Council registration number, and fitness for work as a Firefighter or otherwise. In general, medical certificates are required to be submitted on a weekly basis in cases of absences extending beyond one week. Depending on the nature of the absence, a medical certificate of fitness and/or independent medical review may be required prior to a Firefighter resuming operational duties following a period of sick leave absence, having regard to the

nature of the illness/injury and/or length of absence at the absolute discretion of the County Council.

A Return to Work Form must be completed with the Line Manager when a Firefighter returns to work after any period of sick leave.

Arrangements for payment during sick leave will be made in accordance with the relevant Public Service Sick Leave Scheme in place, which may be reviewed from time to time.

5.2.12 Clothing/Equipment:

Personal Protective Equipment (PPE) relevant to the role of the Firefighter shall be issued and replaced as required by Kilkenny Fire Service. Each Firefighter on appointment shall be issued with appropriate clothing and equipment. While on duty a Firefighter shall use the clothing and personal equipment provided by the Council and same should be left in the fire station immediately after cessation of duty.

The above PPE and equipment shall be stored in the Fire Station and the Firefighter shall respond to the Fire Station to change into their fire kit. Each Firefighter shall be responsible for their issue of clothing etc., and items lost or damaged due to the Firefighter's fault, shall be replaced at the Firefighter's expense, by deduction of the cost from fees etc. due to them.

Each Firefighter on appointment shall also be issued with an alerter by the Council. The Firefighter shall carry the alerter at all times when on duty and shall not give it to any other person. They must maintain the alerter in good working condition and shall report any defects to the Station Officer / Sub Officer.

The alerter is the responsibility of each Firefighter. The cost of repair of any damage to or replacement cost in the event of the loss of the alerter will be borne by the Firefighter.

A Firefighter shall return to the Council on request, and in any event upon the termination of employment, all property and equipment belonging to the Council which are in their possession or under their control.

5.2.13 Public Service Pension Scheme:

Membership of the Single Public Service Pension Scheme is compulsory for all new entrant Retained Firefighters who commence employment on or after 1 January 2013. The provisions of the Single Public Service Pension Scheme will apply in the case of Retained Firefighters, with the exception of minimum pension age, as an earlier pension age is applicable to those employed in the retained fire service. Circular letters S. 6/2013 and S. 6/2013 (amended) apply.

5.2.14 Confidentiality:

A Firefighter shall not discuss or disclose any information of a confidential or sensitive nature relating to Kilkenny County Council or its business or in respect of which the Council owes an obligation of confidence, to any person during or after

employment, except in the proper course of your employment or as required by law.

Firefighters should comply with the Kilkenny County Council's Media and Social Media Policies.

5.2.15 Data Protection:

A Firefighter will be required to abide by the provisions of the Data Protection Acts 1988, 2003 & 2018 and EU Regulation 2016/679 and any regulations made thereunder or amending or superseding legislation in respect of computerised or manual records. A Firefighter must obtain the consent of the Data Controller before processing any such records.

5.2.16 Council Records:

A Firefighter shall not remove any records belonging to the Council from the Council's premises or equipment at any time without proper advance authorisation.

A Firefighter shall return to the Council upon request and in any event, upon termination of employment, all records belonging to the Council in their possession or under their control.

5.2.17 Use of Electronic Equipment:

A Firefighter is obliged to fully comply with the Kilkenny County Council's policy governing the use of all telecommunications and electronic equipment. A Firefighter must cooperate with the introduction and use of electronic and communications equipment where provided by the County Council.

5.2.18 Equality:

Kilkenny County Council is committed to a policy of equality of opportunity in its employment practices and has a positive action programme in place to realise this policy. Kilkenny County Council is also committed, through its 'Dignity at Work' policy to the maintenance of a working environment free from all forms of harassment including sexual harassment and harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the traveller community.

5.2.19 Code of Conduct/Ethics:

A Firefighter is expected to abide by staff rules and code of conduct / ethics for employees as laid down by Kilkenny County Council and as amended from time to time. A copy of the Code of Conduct / Ethics will be provided to personnel and they will be required to submit an acknowledgment confirming receipt of same and complete and return as appropriate.

5.2.20 Policies and Procedures:

Firefighters will be required to subscribe to and cooperate with all policies and procedures in place in the Kilkenny County Council. These include but are not limited to:

- Code of Conduct for Employees
- Attendance Management Policy & Sick Leave scheme
- Crew Management Arrangements for Retained Firefighters
- Grievance
- Disciplinary
- Confidentiality
- Information Communications & Acceptable Usage Policy and Social Media Policy
- Anti-Fraud and Corruption Policy
- Dignity at work

5.2.21 Energy Management:

Kilkenny County Council is committed to providing an efficient public service. The Councils' commitment to providing an efficient public service also extends to caring for the global environment. As part of our environmental strategy, this organisation is committed to efficient energy management and will practice energy efficiencies throughout our premises, plant and equipment, wherever it is cost effective to do so. All employees of Kilkenny County Council are required to note this commitment to energy management and to support this commitment through their normal day-to-day duties.

5.2.22 Grievance and Disciplinary Procedure:

A Firefighter will be required to subscribe to the Grievance and Disciplinary Procedure in operation in Kilkenny County Council Fire Service.

5.2.23 Termination:

Kilkenny County Council reserves the right to terminate your employment if you are unable to perform the work for which you are employed, as a result of incapacity, incompetence or misconduct. In the event of such a termination, the Council undertakes to give you one months' notice, or at the discretion of the Chief Executive pay in lieu of notice. No notice will be given in circumstances justifying immediate termination of your employment.

The appropriate period of notice set down in the Minimum Notice and Terms of Employment Act 1973 – 1991 will apply.

If for whatever reason, a Firefighter wishes to terminate their employment with the Fire Service, they are required to give one months' notice in writing.

Nothing in this agreement will prevent the giving of a lesser period of notice by either party where it is mutually agreed.

5.2.24 Staff Representation:

Kilkenny County Council recognises the trade union SIPTU as having negotiating rights for Firefighters. Firefighters are bound by agreements made on their behalf through the industrial relations process.

5.2.25 General:

All conditions are subject to the Retained Firefighters Composite Agreement 1999 and/or latest Terms and Conditions of Employment and Operational Guidelines for Retained Fire Service.

5.3 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.

5.4 SAFETY, HEALTH & WELFARE

The holder of the post shall comply with Kilkenny County Council's Safety Management System. He/she shall familiarise him/herself with the Safety statement for his/ her section and all the associated safety & health risk assessments, safe systems of work, and procedures and make proper use of all safety clothing and equipment. Failure to comply with the Safety Statement and its requirements may result in disciplinary action.

5.5 TRAINING

It is a condition of employment that successful applicants will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

5.6 POLICIES & PROCEDURES

The post-holder will be expected to abide and adhere to the policies & procedures applicable to Kilkenny County Council.

6.0 SELECTION PROCESS

The selection process may include:

Stage 1: Submission of completed applications and required supporting documents.

Stage 2: Eligibility & Shortlisting of applicants on the basis of information submitted in the applications and supporting documents.

Stage 3: Suitability Test

Stage 4: A competency-based interview which may be conducted face to face or by way of remote interview.

Stage 5: Panel formation.

6.1 STAGE 1 - SUBMISSION OF APPLICATIONS

6.1.1 Applicants should complete the Application Form online via the advert link or through the www.kilkennycoco.ie link.

6.1.2 Applicants are required to submit their applications electronically, along with the required documentation. Applicants should retain a copy of their Application Form for their own personal reference.

Be advised that once **FULLY COMPLETED** applications supported by the prescribed evidentiary proof of meeting minimum qualifications and eligibility requirements are submitted this information cannot be amended.

When completing the employment history section on the Application Form please ensure all periods of employment and unemployment (if applicable) are recorded and accounted for.

6.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS

6.2.1 Kilkenny County Council will conduct a preliminary verification of eligibility of applicants. This will comprise of both the Minimum Requirements as outlined in **Section 3.0** above, as well as the mandatory documentation specified for the competition. Kilkenny County Council reserves the right to recheck eligibility criteria at a later stage. The decision of Kilkenny County Council as to the applicant meeting the eligibility criteria specified is final.

6.2.2 Kilkenny County Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The Shortlisting procedure may be by way of a desktop analysis of the applications and/or a shortlisting interview. The number of persons to be invited, in these circumstances shall be determined by Kilkenny County Council from time to time having regard to the likely number of vacancies to be filled. Shortlisting can be based on the eligibility criteria (qualifications, relevant experience etc.), as well as the detail provided for the listed competencies and other relevant information submitted on the Application Form.

In this instance, an expert Board will examine the application forms against a pre-determined criteria based on the requirements of the position. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding those requirements may result in you not being called forward to the next stage of the selection process.

It is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum eligibility criteria (qualifications and experience) requirements set out for the post.

6.2.3 Kilkenny County Council reserves its right to shortlist applicants in the manner it deems most appropriate.

6.3 STAGE 3 - SUITABILITY TESTING

Prior to the interview date, applicants will be assessed in the following - Claustrophobia, Heights, Dexterity, Strength, Stamina, Numeracy and Literacy in Kilkenny City Fire Station at his/her own expense.

6.4 STAGE 4 - INTERVIEWS

An independent interview Board will conduct interviews. The interview will be competency based and the Board will comprise of a Chair and one/two other Board members. The interview duration is competition specific and can range from 20 – 45 minutes. The following is an example of the interview format:

Time	Member of Board	Interview Component	Note Taker
0-10 mins	Chair	Introduction/Application Form etc.	Board Member No. 3
10-20 mins	Board Member No. 2	Competencies x 2	Chair
20-30 mins	Board Member No. 3	Competencies x 2	Board Member No. 2
30-35 mins	Chair	Close out Interview	Board Member No. 3
35-40 mins	All	Score on Current Interview/Prepare for next interview	n/a

6.4.1 Competency Framework

Applicants may be short-listed on the basis of relevant experience and all other information as set out in their Application Form. The applicants short-listed will be invited to attend for interview (at his/her own expense) and will be assessed during interview under the following competencies:

- Experience
- Teamwork
- Communications
- Personal Effectiveness

Each applicant will inform his/her employer that he/she is applying for the post and have a note for the interview board that he/she will be released by his/her employer to attend fire service duties when required.

Each applicant must reside and work sufficiently close to the Fire Station to enable him/her to respond promptly to all calls. Response time to fire calls shall generally

be 4- 5 minutes after the call is received. If, at any time, his/her availability is affected by change of work or for any other reason, he/she may be required to resign.

6.5 STAGE 5 – PANELS

Panels may be formed and will be based on the order of merit resulting from the interviews. Applicants whose names are on a panel and who satisfy Kilkenny County Council that they possess the eligibility criteria declared for the office and that they are otherwise suitable for appointment may within the life of the panel concerned be appointed as appropriate vacancies arise. This may include permanent, fixed term, specific purpose and acting vacancies where applicable. The Panel duration will be 12 months.

Prior to recommending any applicant for appointment to this position Kilkenny County Council will make all such enquiries that are deemed necessary to determine the suitability of that applicant. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional vacancies arise, Kilkenny County Council may at its discretion, select and recommend another person for appointment on the results of this selection process. Future vacancies may be filled from the panel formed for this campaign.

All applicants having attend for interview will be provided with feedback regardless of placement on the Panel or not.

6.6 NOTIFICATION OF SHORTLISTING/INTERVIEW RESULTS

Shortlisting and Interview results will be issued by HR as soon as possible after the competition administration has been finalised.

If your results are related to a Shortlisting exercise, you will receive an email advising you of the outcome.

If your results are related to an interview, you will receive details of each competency score, as well as the Board comments and if successful at interview you will receive details of your Panel placing.

6.7 FEEDBACK

All interview candidates will be provided with feedback in the form of an individual Marking Sheet.

6.8 APPEALS

Applicants who are dissatisfied with the manner in which the recruitment process was conducted may appeal in the first instance to the Senior Executive Officer, Human Resources Department within a 5 working day period from the date their results were issued.

In the interest of clarity Kilkenny County Council will facilitate appeals in respect to the process applied to the recruitment competition. Appeals will not be considered in respect to the decision of the interview Board/shortlisting panel, as their decision is final, save any upheld appeal in relation to due process.

6.9 OFFER LETTERS

Prior to accepting an offer of employment candidates need to ensure they have a valid work permit for employment in Ireland. Kilkenny County Council requires candidates to respond within 5 working days to any offer of employment made to them or by the date indicated on the offer letter.

Kilkenny County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month from the date the Contract of Employment was issued. If he/she fails to take up the appointment within such period (or such longer period as Kilkenny County Council in its absolute discretion may determine) Kilkenny County Council shall not appoint him/her.

6.10 REFERENCES / EVIDENCES

Each applicant is required to submit as references the names, addresses and email addresses of two responsible persons to whom he/she is well known but not related and of which at least one must be a previous employer.

Any offer of employment will be subject to both references being of a satisfactory standard. In the event an unsatisfactory reference is received, Kilkenny County Council reserves the right not to proceed with the offer of employment.

6.11 CLEARANCES (GARDA VETTING & PRE-EMPLOYMENT MEDICAL EXAMINATION)

6.11.1 Garda Vetting: Applicants may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of Garda Vetting clearance, particularly to determine suitability to work with children/vulnerable adults.

6.11.2 Pre-Employment Medical Examination: Applicants will be subject to a pre-employment medical examination as per the “**Medical Standards for Recruitment to the Retained Fire Service – July 2005**” or latest standard.

7.0 GENERAL

Kilkenny County Council is an Equal Opportunities Employer.

Kilkenny County Council will not be responsible for any expenses an applicant may incur in attending for interview.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Kilkenny County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

7.1 THE IMPORTANCE OF CONFIDENTIALITY

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

7.2 DEEMING OF CANDIDATURE TO BE WITHDRAWN

Applicants who do not attend for interview or other test when and where required by Kilkenny County Council, or who do not, when requested, furnish such evidence as the Authority require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Applicants are expected to provide all requested documentation to Kilkenny County Council, including all forms issued by the Council for completion, within five days of request. Failure to do so will result in the applicant being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

7.3 QUALITY CUSTOMER SERVICE

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

On occasion applicants may be requested to part-take in a survey to provide feedback on our services, we would appreciate your co-operation on this matter if requested to do so.

7.4 USE OF RECORDING EQUIPMENT

Kilkenny County Council does not allow the unsanctioned use of any type of recording equipment when conducting business. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any applicant involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of unauthorised use of recording was or is an applicant at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as an applicant; and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

7.5 APPLICANTS' OBLIGATIONS:

Applicants in the recruitment process must not:

1. Knowingly or recklessly provide false information.
2. Canvass any person with or without inducements.
3. Interfere with or compromise the process in any way.
4. Disrespect or ill-treat Kilkenny County Council staff or Board members.
5. A third party must not personate an applicant at any stage of the process.

7.6 CONTRAVENTION CODE OF PRACTICE

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. If a person found guilty of an offence was, or is an applicant at a recruitment process:

- They will be disqualified and excluded from the process.
- Has been appointed to a post following the recruitment process, they will be removed from that post.

7.7 GENERAL DATA PROTECTION REGULATION (GDPR)

7.7.1 Basis for Processing Your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Kilkenny County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit/visa/or work authorisation.

7.7.2 Sharing of Information

Outside of the relevant recruitment teams, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting 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.

7.7.3 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. Applications that 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 Kilkenny County Council will not be able to progress your application form for the competition.

When your application is received, Kilkenny 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** and will be destroyed following the expiry of any panel put in place in respect of this competition.

Kilkenny County Council's General Privacy Statement can be assessed [here](#).

To make a request to access your personal data please submit your request by email to: dataprotection@kilkennycoco.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).