



Comhairle Chontae Chill Chainnigh
Kilkenny County Council

HUMAN RESOURCES DEPARTMENT

Recruitment Guidance Booklet - Applicants



Competition Name:	Retained Firefighter, Freshford Fire Brigade
Competition ID:	2023/FS/O/PT/13
Competition Type:	Open
Competition Closing Date:	Friday 3rd March 2023 at 12.00noon

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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 600 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 €96 million and a multi-annual three-year capital budget of €160 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 2019 – 2024](#)

3.0 JOB REQUIREMENTS

Minimum Eligibility Requirements

3.1 QUALIFICATIONS:

3.1.1 CHARACTER:

Each applicant must be of good character.

3.1.2 AGE:

Each applicant must be not less than 18 years and not more than 55 years on the closing date for receipt of application forms.

3.1.3 EDUCATION:

Each applicant must have obtained a good standard of general education.

3.1.4 HEALTH:

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

4.0 JOB DUTIES AND RESPONSIBILITIES

4.1 DUTIES OF THE ROLE SHALL INCLUDE:

- Firefighters are required to attend regular Fire Brigade Training sessions.
- A Firefighter shall be available and capable at all times when required for attendance at fires or other type incidents.
- A Firefighter shall operate a duty-rostering or availability scheme if required by the Local Authority.
- Firefighters are called out to attend fires in one or more of the following ways:-
 - Siren
 - Pocket Alerter
- 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.
- When required, a firefighter will substitute for any other firefighter absent through sickness, annual leave or any other reason.

- A Firefighter shall be responsible for items of personal equipment issued to him/her in connection with his/her employment.
- A Firefighter shall carry out all instructions issued to him/her in connection with his/her employment.
- Firefighters are under the immediate control of the Station Officer of the Brigade to which they are attached and must report their intended departure at any time, from their station ground, to the Station Officer.
- When required, a Firefighter shall assist in or carry out the cleaning, testing or repair of equipment.
- A Firefighter shall carry out any further duties which may be assigned to him/her from time to time by the Local Authority.
- Applicants will be required to successfully pass a 3weeks Recruit Firefighting Skills Course and a Breathing Apparatus Wearers course. Failure to complete either course satisfactorily will result in termination of employment with the Council.

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

- The employment is part-time. The initial employment will be for a probationary period of one year (and may be extended if required).
- The preferred retirement age for Retained Firefighters remains at 55 years with an extended optional period to age 60 years. Such firefighters have the option to continue working for a defined limited period subject to compulsory medical assessment measured against agreed standards. Any significant change in a firefighter's medical condition during the extended period must be notified to the employer.
- A Firefighter must attend and satisfactorily complete each of the following courses during his/her probationary period or such longer time as the Council decides: -
 1. Firefighting Skills Course, and
 2. Breathing Apparatus Wearers Course
 3. Attain a Class C (Rigid Truck) Driving Licence
- Failure to complete either course or attain the Class C licence will result in termination of employment with the Council. The Firefighters must attend other relevant courses run by the Fire Authority or the National Directorate for Fire and Emergency Management.
- A Firefighter 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.

- Absence from practices or fire calls without good reason will incur a reduction in the amount of retaining fee to be paid for the quarter in which such absences occur, and continued absences such as these over a period of three months, will incur dismissal from the Brigade. Failure to attend a minimum of 85% of practices in each quarter may result in the with-holding of the quarterly retaining fee.
- All conditions are subject to the Agreement and the 1999 Composite Agreement.
- Firefighters in Freshford Fire Brigade have a staffing arrangement in place. Personnel maybe rostered.
- A Firefighter will require written approval from his/her employer that they have approval to be released for Emergency Calls and Training.
- For safety reasons, beards and/or long side burns will not be permitted.
- Firefighters will be required to undergo regular medical and health examinations by the Fire Authority.
- A recruit firefighter shall possess a current Class B Licence. Recruits shall pass a Class C Driving test during probationary period or such longer time as the Council decides after appropriate training. Failure to pass may result in termination of employment. He/She will co-operate with Driver Training of all Fire Service vehicles.

5.3 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.

5.4 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.

5.5 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 on line 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 reserve 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 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
- Team Work
- Communications,
- Adaptability
- Work Ethic

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 whom 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.

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**”.

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).