



Comhairle Cathrach  
& Contae **Luimnigh**

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**Limerick** City  
& County Council

# Assistant Chief Fire Officer

Candidate Information Booklet

Closing Date: 6<sup>th</sup> July 2026



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**Limerick City**  
& County Council

## **BRIEFING DOCUMENT, APPLICATION & SELECTION PROCESS**

# **Assistant Chief Fire Officer**

### **The Position:**

Limerick City and County Council invites applications from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for **Assistant Chief Fire Officer** may be filled throughout the lifetime of the panel. Assistant Chief Fire Officers are key members of staff responsible for the delivery of public safety services. The Assistant Chief Fire Officer (ACFO) is a senior leadership position, supporting the Chief Fire Officer in the strategic management, operational delivery, and continuous development of the service. The ACFO plays a key role in ensuring the effective, safe, and efficient delivery of fire and emergency services across the Limerick.

### **Why Join Us?**

We pride ourselves on fostering a positive workplace culture where teamwork, respect, and continuous learning are at the heart of what we do. You'll be a key member of staff responsible for the delivery of public safety services.

### **What We're Looking For:**

- Proven leadership and people management skills, with the ability to motivate and supervise teams effectively;
- Strong operational experience in firefighting and emergency response environments;
- In-depth knowledge of fire safety, building control, and relevant legislation;
- Ability to assess technical applications and provide clear, professional advice;
- Experience in inspection, enforcement, and regulatory compliance activities;

- Sound judgement and decision-making skills, particularly in high-pressure situations;
- Excellent communication skills, including public engagement and stakeholder liaison;
- Experience in training, mentoring, and developing operational personnel;
- Strong organisational and administrative skills, including reporting and rostering;
- Financial and resource management capability, including budgeting and procurement;
- Commitment to inter-agency collaboration, continuous improvement, and service delivery excellence.

### **What We Offer:**

- A senior leadership role contributing to the delivery of critical fire and emergency services across Limerick City & County;
- Opportunities for ongoing professional development, specialist training, and career progression within the fire service;
- A competitive public sector salary with access to a defined benefit pension scheme;
- A collaborative and supportive working environment with strong inter-agency engagement;
- The opportunity to play a key role in major emergency management, service innovation, and organisational development.

### **Employee Benefits:**

- Salary: €66,858–€84,596 per annum
- Leave: 30 days annually
- Hours: 35 per week
- Automatically entered into a pension scheme
- Paid Maternity and Paternity Leave
- A range of Family Friendly Policies
- A range of Learning and Developmental Opportunities

### **Key Responsibilities:**

- Management of such staff as may be assigned;
- Assess Planning, Fire Safety Certificate and Disability Access Certificate applications;
- Perform duties in relation to operational firefighting and emergency operations as may be assigned;
- Provide advice to design teams in relation to Fire Safety matters;

- Inspect buildings under the Fire Services Act, the Building Control Act, Dangerous Buildings and Dangerous Substances legislation and carry out all necessary follow-up action;
- Assess licence applications;
- Represent Limerick City and County Council in District and Circuit Courts on matters pertaining to Fire Safety;
- Carry out pre-fire planning;
- Give advice and talks to members of the public in relation to Fire Safety;
- Undergo such training as considered appropriate to the performance of the duties of the office;
- Ensure compliance in the workplace with the requirements of Health & Safety legislation;
- Prepare progress reports and attend meetings as required;
- Undertake any other duties which are appropriate to the post and necessary for efficient and effective performance;
- Organise maintenance of equipment and appliances including standard tests;
- Generate specifications for new appliances and liaise with coachbuilders during the build phase;
- Oversee introduction of new equipment to the Fire Service and organise relevant training;
- Organise training courses and arrange personnel to attend such courses;
- Carry out risk assessment of new equipment;
- Source and issue protective clothing and uniforms;
- Investigate personnel and vehicle accidents;
- Responsible for Fire Station and Drill Yard Maintenance;
- Deal with Industrial Relations with union representatives;
- Deal with daily operational issues as they arise;
- Update rosters;
- Check fire reports;
- Generate Brigade Orders;
- Membership of 'Rostered Senior Fire Officer Rota' if required;
- Responsible for the management of all staff leave as assigned;
- Perform duties in relation to Civil Defence and Emergency operations if they are so assigned;
- Manage budgets, approve orders, seek quotations, financial management, etc;
- Implement the Performance Management Development System;
- Implement Major Emergency Management on behalf of the Council;
- Deal with queries from the public, public representatives etc;
- Implement the Fire Services Change Programme;
- Promote and implement any inter-county and inter-agency co-operation;
- Carry out any other duties that may be assigned to you from time to time.

## **Recruitment Process:**

- Email completed application form to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) before the stated closing date.
- Selection Process.
- Eligibility check.
- Shortlisting may apply.
- Competitive interview (online/in person).
- Panel formation for future vacancies.

## **The Person – Qualifications**

### **1. Character**

Candidates shall be of good character

### **2. Health**

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

### **3. Education, Experience, etc**

Candidates shall on the latest date for receipt of applications;

- (a) Hold, in the National Framework of Qualifications:
- (i) A degree at Level 8 in engineering, architecture, or other building construction related discipline,  
**Or**
  - (ii) A professional qualification equivalent to one of the foregoing awarded by the relevant professional body,  
**Or**
  - (iii) A degree at Level 8 in a science or technology related discipline including, physics, chemistry, environmental or computer science, information communications technology, or a fire related discipline including fire safety, emergency management or emergency services,  
**Or**
  - (iv) A degree at Level 8 together with a Level 9 qualification in a fire related discipline including fire safety, emergency management or emergency services.
- (b) Have a satisfactory knowledge of one or more of the following:
- Principles and practices of fire safety
  - Fire service operations
  - Major emergency management
  - Technological and industrial processes
  - Telecommunications and information technology

- (c) Have at least five years satisfactory relevant experience, including adequate experience in at least one of the areas specified at (b) above and, in the case of a new entrant to the fire service, successfully complete basic fire-fighter training and Breathing Apparatus Initial Wearers Course before the expiry of the probationary period.
- (d) Have a high standard of training in one or more of the areas specified in (b) above.
- (e) Be competent to perform efficiently the duties of the office.
- (f) Hold a full driving licence, Category "B", free from endorsement and provide their own motor vehicle for use in carrying out their duties and their motor insurance policy must indemnify the Council.

\* Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

**It is desirable that candidates will demonstrate through their application form and at the interview that they have:**

- Excellent communication and interpersonal skills;
- People management skills;
- Leadership skills and experience;
- Sufficient knowledge and understanding of all aspects of the fire service as defined in the list of duties above;
- Problem solving skills;
- Financial Management;
- Knowledge and understanding of Health & Safety;
- Excellent ICT skills.

## **Terms and Conditions**

### **1. The Post:**

Subject to the availability of suitably qualified candidates a panel will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Director General. The panel may be used by Limerick City and County Council to fill permanent and temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panel.

## **2. Annual Leave**

The successful candidate will have 30 days annual leave.

## **3. Salary:**

Salary scale: **€60,858 - €84,596** per annum, inclusive of LSIs. Payment of increments is dependent on satisfactory performance.

Entry point of this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point (currently **€60,858**).

## **4. Location:**

Limerick City and County Council reserves the right to assign the successful candidate to any department or premises now or in the future.

Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to travel to and from work at their own expense.

## **5. Hours of Work**

The working hours at present provide for a five day, thirty five hours working week, hours may vary from time to time.

The working hours may be reviewed at any time by the Council. The post may require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

The provisions of Limerick City and County Council's Time and Attendance Policy is applicable to this grade at the current time.

## **6. Sick Leave:**

The terms of the Public Service Sick Pay Scheme will prevail.

## **7. Superannuation:**

The Local Government Superannuation Scheme applies.

## **8. Travel:**

Holders of the post should hold a full driving licence for class B vehicles and shall be required drive a motor car in the course of their duties and for this purpose, provide and maintain a car to the satisfaction of the local authority. Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded

in accordance with appropriate rates in line with the relevant Department Circulars and Local Authority Travel and Subsistence Policy.

Limerick City and County Council, as employer, must be indemnified on your insurance policy. If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

**9. Residence:**

The holder of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

**10. Safety and Welfare:**

The holder of the post shall co-operate with the terms of Limerick City and County Council's Safety Statement and Major Emergency Plan. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

**11. Training:**

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.

**12. Taking Up Appointment:**

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

**13. Garda Vetting:**

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Limerick City and County Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.

#### **14. Probation:**

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

- (a) There shall be a period after such appointments take effect, during which such person shall hold such post on probation.
- (b) Such period shall be set by the Director General, and this period may be extended at their discretion.
- (c) Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

#### **15. 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

#### **16. References:**

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

## **17. General Data Protection Regulation:**

### **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 Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

## **18. Pre-Employment Medical:**

Prior to appointment the candidate will be required to complete a Health Declaration and may be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment subject to statutory tax and statutory deductions.

## **19. Canvassing:**

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Council, or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

### **Application Process:**

Completed application forms must be **e-mailed** to [recruitment@limerick.ie](mailto:recruitment@limerick.ie) **no later than 6<sup>th</sup> July 2026.**

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date. CV's will not be accepted in lieu of an application form.

Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

### **Selection Process:**

Candidates will initially be assessed to ensure that they have the minimum requirements for the position.

Candidates will then be assessed on the basis of the information contained in their application form to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. Short-listing may apply.

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 Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. 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.

### **Shortlisting:**

While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Limerick City and County Council may decide that a number only will be invited to same.

In this respect, Limerick City and County Council provides for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms by an expert board, appear to be the most suitable for the position.

An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

It is therefore in your own interest to provide a detailed and accurate account of your **relevant qualifications/ experience** on the application form.

**NOTE-** As part of the shortlisting process, achieving 50% in each competency will not guarantee that a candidate is called for interview. Due to the number of applicants, only a proportion of those achieving 50% in each competency may be called for interview, based on the marked awarded in the shortlisting process.

### **Competitive Interview:**

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion of the Local Authority.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate permanent and temporary vacancies arise.

During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.

### **Interview:**

Candidates will be assessed at interview under the following competencies. The candidates at the interview will be questioned on at least some of the indicators listed below under each competency:

#### **Management and Change (200 marks)**

##### **Safety, Health and Welfare at Work:**

- Fully implements safe systems of working in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work;
- Implements and always adheres to safe systems of work and appropriate Health and Safety processes (including monitoring and compliance) in their area of work and ensures that their staff do likewise;
- Fully participates in appropriate Safety, Health and Welfare training interventions and keeps personal Health and Safety training qualifications current at all times and ensures that their staff do likewise;
- Responds immediately to any breaches of rules and regulations as well as any dangerous or potentially dangerous activities or practices.

**Standards, Ethics and Governance:**

- Ensures that ethical governance principles are embedded into the culture, practices and processes of all activities within designated area of responsibility;
- Understands and adheres to the Code of Conduct for employees and complies with all required rules, regulations and procedures;
- Ensures that there is full understanding of and compliance with rules, regulations and procedures for employees within designated area of responsibility;
- Understands, supports and embeds the principles of diversity.

**Networking and Representing:**

- Develops and maintains positive and beneficial relationships with a range of stakeholders;
- Builds networks of technical and professional contacts;
- Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

**Bringing about Change:**

- Demonstrates flexibility and an openness to change;
- Develops and initiates change management programmes to meet end objectives;
- Influences others and fosters commitment to change.

**Delivering Results (200 marks)****Problem Solving and Decision Making:**

- Can pinpoint critical information and address issues logically;
- Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions;
- Takes responsibility for decisions made and acts decisively with complex information and multiple stakeholders;
- Can evaluate current work practices to identify changes that could be made to help them run more efficiently.

**Operational Planning:**

- Contributes to operational plans and develops team plans in line with priorities and actions for their area of operations;
- Delegates, tracks and monitors activity;
- Establishes high quality service and customer care standards.

**Managing Resources:**

- Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans;
- Drives and promotes reduction in cost and minimisation of waste.

**Ensuring Compliance:**

- Abides by the laws, regulations and policies and procedures affecting employment and the discharge of duties;
- Develop and implement quality assurance measures to achieve compliance with performance standards or benchmarks.

**Delivering Quality Outcomes:**

- Promotes the achievement of quality outcomes in delivering services;
- Organises the delivery of services to meet or exceed the required standard;
- Evaluates the outcomes achieved, identifies learning and implements improvements required.

**Performance Through People (200 marks)****Leading and Motivating:**

- Motivates others individually and in teams to deliver high quality work and customer focused outcomes;
- Leads by example in terms of commitment, flexibility and a strong customer service ethos.

**Managing Performance:**

- Effectively manages performance including underperformance or conflict;
- Empowers and encourages people to deliver their part of the operational plan;
- Delegates tasks and responsibilities to the appropriate levels and provides information, support and encouragement to enable work to be completed successfully.

**Managing Conflict:**

- Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction;
- Relates well to others and maintains positive working relationships.

**Communicating Effectively:**

- Recognises the value of communicating effectively with all employees and using language appropriate to an audience;
- Actively listens to others and has good interpersonal skills. Has highly effective verbal and written communication skills;
- Communicates with credibility, conviction, composure and confidence in potentially stressful public situations or politically sensitive situations.

## **Personal Effectiveness (200 marks)**

### **Relevant Technical Knowledge and Expertise:**

- Demonstrates technical knowledge and expertise commensurate with the role in one or more of the areas outlined in this booklet;
- Achieves a proficient level of knowledge, skills, understanding and training commensurate with the role;
- Keeps up with current developments, trends and best practice in area of expertise and responsibility;
- Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

### **Resilience and Personal Well Being:**

- Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace;
- Values the wellbeing of self and others by managing stress levels and work-life balance.

### **Integrity:**

- Is honest and trustworthy in all dealings;
- Models and promotes appropriate social, ethical and employer standards in all interactions.
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### **Personal Motivation, Initiative and Achievement:**

- Is enthusiastic about the role and is motivated in the face of difficulties and obstacles;
- Creates new opportunities and sets challenging standards to achieve high quality outcomes;
- Demonstrates and encourages innovation and new thinking.

### **Adaptive:**

- Is flexible and positively disposed to change and progress and can develop skills and gain knowledge to take on new duties/responsibilities.

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify for inclusion on a panel.

**Limerick City and County Council is an Equal Opportunities Employer.**

**June 2026**