



Comhairle Contae
Ros Comáin
Roscommon
County Council



Candidate Information Booklet

POST OF CIVIL DEFENCE OFFICER

Closing Date:

5 pm on Tuesday 18th December 2018

Roscommon County Council is committed to a policy of equal opportunity.

POST OF CIVIL DEFENCE OFFICER

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, Training, Experience, Etc.:**
Candidates must, on the latest date for receipt of completed application forms:
 - (a) Have attained a good standard of general education
 - (b) Have ability in an administrative capacity
 - (c) Have excellent organisational, interpersonal and communication skills
 - (d) Hold a full clean and current driving licence – Class B

It is desirable that candidates also have:

- (a) Civil Defence experience
- (b) First Aid qualification
- (c) PR/Media experience
- (d) Good IT skills
- (e) Leadership/People Management Skills & Experience
- (f) Event Management qualification and/or experience

POST OF CIVIL DEFENCE OFFICER

PERSON PROFILE

The candidate appointed to the post of Civil Defence Officer is required to be an effective, participative leader of a team with responsibility for organisation and management of all aspects of civil defence locally.

JOB SPECIFICATION

The duties of the role of Civil Defence Officer include:

- (a) To formulate, and periodically review, such Civil Defence Plans as are required of the local authority to comply with its statutory responsibilities
- (b) To co-ordinate the arrangements necessary for the implementation of the Civil Defence Plans
- (c) To comply with the policies and guidelines as set out by the Civil Defence Branch of the Department of Defence
- (d) To liaise with the Department of Defence/Civil Defence College on behalf of the local authority and to attend meetings for that purpose
- (e) To attend training provided by the Civil Defence College and the local authority
- (f) To arrange for the recruitment, organisation and management of Civil Defence volunteers
- (g) To arrange for the training of Civil Defence volunteers, including the assessment of their training needs
- (h) To carry out any instructions issued by the local authority/Department of Defence for the purchase, care, maintenance, issue and control of Civil Defence uniforms, vehicles and equipment
- (i) To maintain adequate records in the manner required
- (j) To support the Principal Response Agencies in emergency situations in accordance with the Framework for Major Emergency Management and also to support those Agencies in non-emergency situations
- (k) To represent Civil Defence on local emergency planning structures and to promote good relations with key personnel in the Principal Response Agencies
- (l) Where resources permit, to provide support for community, charitable and local authority events
- (m) To promote Civil Defence in the local authority area
- (n) Any other duties appropriate to the post as the local authority may assign, including emergency duties and duties in relation to the area of any other local authority.

DRIVING LICENCE

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification. When required to do so holders of office shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority.

POST OF CIVIL DEFENCE OFFICER

PARTICULARS

The office is wholetime and pensionable. The minimum age at which pension is payable is currently 66 years of age for new entrants to the Public Service on or after 1st January 2013.

1. Superannuation Conditions

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. They may also be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

Person who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contributions will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) for the purposes of schemes made under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980). You are required in respect of spouses' and childrens' pension benefit to contribute at the rate of 1.5% of pensionable remuneration in accordance with the terms of schemes under the Local Government (Superannuation) Act, 1980 (No. 8 of 1980).

New entrants will be admitted to the Single Public Service Pension Scheme with effect from date of appointment. They are liable to pay the Class A rate of PRSI contribution and will be required in respect of superannuation to contribute at the rate of 3% of pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) for the purposes of schemes made under the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

2. Probation

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

3. **SALARY:** €46,770 - €57,157 per annum
Holders of the post will be paid at the appropriate point on the salary scale. Entry point is €46,770 rising by annual increments to €57,157 subject to satisfactory performance.

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to and received by them by virtue of their post or in respect of services which they are required by or under any enactment to perform.

4. **DUTIES:**
The duties of the office are to give the local authority and
- (a) such other local authorities or bodies for which the Chief Executive for the purposes of the City and County Management Acts, is Chief Executive, and
 - (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate officer, such technical and ancillary services of an advisory, supervisory or executive nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties including the duty of assisting the appropriate officer in the supervision of such services of any of the foregoing local authorities or bodies and, when required to do so, to perform the duty of acting for a higher rank during the absence of such officer of higher rank. Holder of the office may be assigned to work in all appropriate areas in the course of their employment.

When required to do so, holders of the position shall hold a full driving licence for Class B vehicles and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority.

Please see attached job specification.

5. **GARDA VETTING/CHILD PROTECTION**
Successful candidates will be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the Council's Policy & Procedures for the Protection & Safeguarding of Children.
6. **HEALTH**
For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.
7. **RESIDENCE**
Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.
8. **ANNUAL LEAVE**
Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997. Annual leave entitlement will be 30 days per annum (inclusive of days pre-allocated for Christmas period).

9. WORKING HOURS

The post entails a wide range of duties which require maximum flexibility and will be based on a 37-hour week, involving regular evening and weekend attendance where necessary. The successful candidate will be expected to co-ordinate their working hours to coincide with the responsibilities and requirements of the post.

10. RETIREMENT AGE

New Entrants to the Public Service on or after 1st January 2013 have a compulsory retirement age of 70 years under the provisions of the Public Service Pensions (Single Scheme & Other Provisions Act 2012)

New entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 do not have a mandatory retirement age.

Any candidate, who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years.

11. RECRUITMENT

(i) Selection of candidates for appointment shall be by means of open competition based on an interview conducted by or on behalf of Roscommon County Council

(ii) A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel.

(iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates short-listed will be called for interview.

12. ACCEPTANCE OF EMPLOYMENT

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments 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. RECEIPT OF APPLICATION FORMS

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

14. DATA PROTECTION

When your application form is received, the Council creates a computer record in your name, which contains 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.

15. **CANVASSING**
Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
16. Roscommon County Council is an equal opportunities employer.

November 2018