



**Cavan County Council**  
Comhairle Contae an Chabháin

**Candidate Information Booklet**

**Assistant Civil Defence Officer**

**Closing Time and Date:  
5.00 pm Friday 10<sup>TH</sup> December, 2021**

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

## **THE COMPETITION:**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Civil Defence Officer.

## **DETAILS AND PARTICULARS:**

### **The Position**

Civil Defence is a statutory volunteer-based organisation. It currently has approximately over 4,000 volunteer members nationwide. There is a Civil Defence Unit in each local authority area. The Department of Defence, through its Civil Defence Branch, is responsible for the overall policy direction of Civil Defence.

The Assistant Civil Defence Officer, who is an employee of the local authority, is responsible for assisting the Civil Defence Officer in the day-to-day management of the Civil Defence Unit.

### **Duties and Responsibilities**

The duties of the Assistant Civil Defence Officer are as follows:

- To assist the Civil Defence Officer in the preparation and submission in a timely manner and in consultation with local authority management, of the three-year Civil Defence plan as required under Section 12 of the Civil Defence Act, 2012.
- To assist the Civil Defence Officer in co-ordinating the arrangements necessary for the implementation of the Civil Defence plan,
- To represent Civil Defence on local emergency planning structures and to promote good relations with key personnel in the Principal Response Agencies where directed to do so by the Civil Defence Officer,
- To assist the Civil Defence Officer in providing support to the Principal Response Agencies in emergency and non-emergency situations in accordance with both the 2015 White Paper on Defence and the Framework for Major Emergency Management,

- Where resources permit, to provide support for community, charitable and local authority events, where directed to do so by the Civil Defence Officer,
- To implement/comply with policies, circulars and guidelines as set out by the Civil Defence Branch of the Department of Defence in consultation with their Civil Defence Officer,
- To liaise with the Civil Defence Branch of the Department of Defence on behalf of the local authority and to attend meetings for that purpose,
- To attend training provided by the Department of Defence and the local authority,
- To assist the Civil Defence Officer in arranging for the recruitment, organisation and management of Civil Defence volunteers,
- To assist the Civil Defence Officer in arranging and ensuring Civil Defence volunteers are appropriately trained; including mandatory training, facilitate progression of training for volunteers, including completing an annual training needs analysis,
- To follow instructions issued by the Department of Defence in relation to the processing of the annual operational grant and any other grants that are provided,
- To follow instructions issued by the local authority/Department of Defence for the purchase, care, maintenance, issue and control of Civil Defence uniforms, vehicles and equipment,
- To assist the Civil Defence Officer in maintaining adequate records, including ongoing completion of the Volunteer Register in the manner required and any other reporting requirements as may arise,
- To assist the Civil Defence Officer in promoting Civil Defence in the local authority area,
- Such other Civil Defence duties appropriate to the office as the Chief Executive of the local authority and/or Department of Defence may assign, including emergency duties and duties in relation to the area of any other local authority.
- To participate in corporate activities and responsibilities appropriate to the grade.
- To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
- To deputise for the Civil Defence Officer or equivalent.

- To undertake any other duties of a similar level and responsibility, as may be required or assigned, from time to time.

Notwithstanding the requirements of the post successful applicants may be assigned to any service area/role within the Local Authority at an analogous level by the Chief Executive at any time.

## **QUALIFICATIONS FOR THE POST:**

### **Character:**

Each candidate must be of good character.

### **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

### **Education, training, experience, etc**

Each candidate must, on the latest date for receipt of completed application forms possess;

- (a) administrative experience including the use of modern IT systems
- (b) experience in record keeping and the management of budgets
- (c) experience in the supervision, leadership and management of people
- (d) experience in adult training and the delivery of training courses
- (e) experience in the management of safety and safety management systems
- (f) a good general standard of education
- (g) a full, clean Class B driving licence

**Relevant experience in emergency or volunteer emergency organisations would be an advantage.**

Candidates will be required to demonstrate the following knowledge, experience and skills:

- Knowledge and an understanding of the role of Civil Defence
- Good interpersonal and communication skills
- Experience in the relevant items listed previously
- General suitability

### **Probation**

The successful candidate shall be required to be on probation for a initial period, as determined by the Council. This period may be extended at the discretion of the Council.

### **Salary**

Remuneration will be at the Assistant Civil Defence Officer of the national wage scales. The present minimum scale is €29,253 increasing to €46,965 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

### **Garda Vetting/Child Protection**

Successful candidates will be subject to the Garda Vetting Procedures.

### **Annual Leave**

The annual leave entitlement for this post will be 30 days per annum. 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.

### **Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on a 37 hour week. The Council reserves the right to alter the hours of work from time to time.

### **Pension:**

The Local Government Superannuation Scheme applies.

**Acceptance of Offer of Employment**

Cavan County Council 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 appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

**COMMUNICATIONS:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

**Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Friday 10<sup>th</sup> December, 2021**.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

**Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

**Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection;

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.

<b>Understanding the role of Assistant Civil Defence Officer</b>	Demonstrates a full understanding of the components of the job.
<b>Management, Organisation and Team work</b>	Forward plans work activities and schedules Supervises the team or work area to achieve corporate objectives. Works as part of a team to ensure delivery of plans and schedules. Has a strong team ethic of co-operation and mutual support.
<b>Communicating Effectively</b>	Takes initiative and is proactive and communicates effectively with customers and colleagues. Maintains positive, productive and beneficial working relationships with colleagues and management.
<b>Personal Effectiveness</b>	Takes initiative and is proactive when he/she sees opportunity to make a contribution. Manages time and workload effectively. Maintains a positive, constructive and enthusiastic attitude to their role.
<b>Suitability to the Position</b>	Demonstrates how skills, experience, qualities

	and knowledge support their suitability to the role.
--	--

### **ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Assistant Civil Defence Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**Note - Canvassing:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**



The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.