



Comhairle Chontae na Gaillimhe  
Galway County Council

## CANDIDATE INFORMATION BOOKLET

Please Read Carefully

# Position Of Retained Firefighter Portumna Fire Station

### Important Notes:

- Please submit *your application form inclusive of all other required documentation* to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie) as ***ONE SINGLE document*** (not individual scanned documents).
- Candidates must submit a copy of all declared qualifications and a copy of driving license with their application forms.
- Application forms must be fully completed. CVs will not be considered.

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## 1. The Competition

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Galway County Council invites applications from suitably qualified persons who wish to be considered for inclusion on a panel from which permanent and fixed-term contract vacancies for the position of Retained Fire Fighter for Galway County Council shall be drawn. The employment is part-time and pensionable.

## 2. Fire Service- Role

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Galway County Council is responsible for the provision of Fire and Rescue and a Fire Prevention service to Galway City and County on a shared service basis. The employment is part-time and pensionable.

Galway Fire and Rescue Service responds to all emergency calls from the public for assistance, primarily to protect life and save injury to individuals, but also to prevent and restrict damage to property. Emergency calls are not solely to fires, but to a wide variety of incidents such as road traffic accidents, machinery accidents, chemical spillages, toxic emissions and river rescues amongst others.

To deliver this service to the public the Fire and Rescue Service has to develop operational plans, including the provision of adequate water supplies for firefighting; ensure that effective arrangements exist to receive emergency '999' calls and mobilise resources; implement effective operational communication systems throughout the Fire and Rescue Service; enforce, promote and encourage fire safety within the County by programs of inspection and publicity; conduct effective training to develop the skills and abilities of personnel; and provide, maintain and repair its premises, vehicles, plant and equipment.

Fully qualified fire-fighters are capable of using the most modern equipment, methods and techniques to undertake the full range of duties such as firefighting, rescue, attendance at road traffic accidents and other emergencies. The fire-fighter's working life and training is geared to responding safely and effectively to emergency calls, regardless of weather conditions or the time of day or night. Every time fire-fighters are called to the scene of an emergency; they must be prepared to deploy each and every skill in which they have been trained. When they arrive at an incident as part of a team under the command of an Officer, they may individually have to absorb a great deal of information rapidly and apply the skills they have learned in conditions which will often be extremely dangerous and confusing. Despite all the training given in preparation for such incidents, however, fire-fighters will from time to time be faced with new situations where they may individually be required to provide the answers using previous experiences as a guide.

Fire-fighters in an emergency situation may be wearing breathing apparatus, feeling their way through a smoke-filled building with toxic hazards, in order to affect a rescue.

**In order to function effectively in emergencies fire-fighters must demonstrate the following characteristics:**

- Courage and physical strength;
- A capacity for rapid, intense and sustained effort;
- An unquestioning acceptance of orders in emergency situations;
- A capacity to use their own initiative when alone;
- Complete and automatic familiarity with the equipment and tools of the profession (which may range up to major items of plant such as fire-fighting appliance vehicles);
- A practical understanding of the basis of a wide range of subjects necessary to anticipate and overcome hazards;
- Empathy with victims of emergency situations;
- An ability to carry out their function in what may occasionally be emotionally difficult and harrowing circumstances.

**A Good Job:**

Working in the Fire Service is very appealing – it is action oriented, serving the community, with job satisfaction and high-level training. If you can meet the demands of a public service with a first-class reputation for dealing with all types of serious incidents, the Retained Fire Service can offer you a fulfilling and satisfying job.

**A Satisfying and Progressive Career:**

A career as a retained fire-fighter will be demanding both physically and mentally. You will be operationally 'on-call' once you have completed your recruit training and for the first year you

will be on probation. You will be expected to absorb a wide range of information and to demonstrate your technical and practical skills through a series of assessments and examinations.

### **Always Improving:**

Technological developments in every dimension of our lives and new hazards must be matched by improvements in fire-fighting techniques and equipment. A reasonable standard of education is desirable so that you can assimilate the technical work involved in today's service. The role of a modern fire-fighter is very challenging and rewarding and individuals are required to display determination, physical stamina and discipline in stressful situations.

## **3. Fire Service - Duties**

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### **Some of the Key Duties of a Retained Firefighter are:**

- 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 Council's disciplinary procedure.
- When attending for Fire Brigade service, be prepared to accept the work entailed and to fulfil to the best of your ability your duty as a Firefighter in the saving of life, saving of property and the fighting of fires or other such emergencies.
- Comply with Galway County Council's Crew Management Arrangements for Retained Firefighters. If you are on standby during fires or other incidents, you shall remain at the Station and perform such duties as may be assigned by the Station Officer from time to time during the callout.
- Ensure that the Fire Station is kept clean & tidy at all times. Firefighting equipment shall be kept clean, maintained properly and stowed away in a safe manner.
- Adhere to and co-operate with all National and Local Agreements pertaining to the Fire Services.
- Attend Training Courses as directed.
- Undertake driving duties as required.
- Comply with all organisational policies, procedures and legislation.
- Any other duties as may be assigned from time to time.

## 4. Qualifications for the Post

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### Eligibility

Each Candidate must, on the latest date for receipt of completed application forms:

1. Shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
2. Have attained a satisfactory level of education to enable them to perform satisfactorily as a Firefighter and to successfully undergo the appropriate training.
3. Shall possess a valid full current Category B Driving Licence at the time of applying for the post. All newly appointed Retained Firefighters will be offered the opportunity obtain a Category C Driving Licence.
4. Live and work within the required response travel time as outlined in the Residence criteria of this booklet.
5. Be available and attend alerts 24 weeks in the year on a rostered-on/flexible basis.

### Character

A Firefighter must be of good character and shall not at any time bring the County Council into disrepute. Galway County Council may make whatever enquiries it considers necessary to satisfy this condition. Employment will be subject to the provision of satisfactory references and Garda Vetting.

### Age

Candidates shall be over the age of 18 years at the date of application. Any candidate who reaches the age of 55 years prior to appointment will cease to be eligible for appointment on the result of the competition.

### Retirement

The normal retirement age is 55. The retirement age for a fire-fighter may be extended up to 62 years at the discretion of Galway County Council as their employer and subject to the fire-fighter successfully completing a medical examination by the Council's Medical Adviser for each of service after Age 55.

## Health

Successful candidates who are offered employment will be required to pass a medical examination and other tests prior to being given a contract. These tests are conducted at his/her own expense (this may subsequently be recouped on appointment).

An Operational Firefighter shall: -

1. Agree to participate in the Occupational Health Scheme for Retained Firefighters in operation by Galway County Council; and
2. 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
3. Attend medical examinations in accordance with the frequency set down in the Occupational Health Scheme for Retained Firefighters
4. An operational Firefighter is required to maintain an appropriate level of physical fitness.

## Medical Examination

Before recruitment, a candidate must undergo such medical examination (which may include X-ray and/or other special tests) as the Council consider necessary and in line with national guidance and requirements for retained fire-fighters/ Occupational Health System for Retained Fire- fighters. The medical examiners will be nominated by the Council. A candidate must comply, at their own expense, with such remedial requirements as the Council may consider necessary.

Fire-fighters employed by the Council will be required to undergo regular compulsory medical examinations as set out in the Occupational Health System for Retained Fire-fighters, up to age 55 and then annually up to age 62. A Fire-fighter who is unable to satisfy the Council as to their ability to perform their duties to the necessary standard will be required to retire.

## Residence/Place of Work

All applicants for the position of Retained Fire- Fighter must have the ability to respond to their local fire station within sufficient time of a call being sent to their alerter/pager (which the fire-fighter carries).A Retained Firefighter must live and work within a maximum of 8 minutes travel time from their assigned Retained Fire Station, to allow them to respond for the duration of their employment as a Firefighter.

Whether a candidate meets the criterion for distance from the fire station in terms of required response will be ascertained based on the information provided by the candidate and verified using Google Maps, local station knowledge or other reasonable means as determined by the Chief Fire Officer.

If successful in the competition, documentary evidence of both home and work addresses will be required prior to appointment as a Retained Firefighter. A Retained Firefighter must 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 a Retained Firefighter outside the prescribed distance for required response, will mean automatic termination of employment. The Council will check this both prior to appointment and at periodic intervals after appointment.

### Other Employment

Written evidence must be provided from the firefighter's 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.

### Education and Experience

A candidate must have attained a suitable level of education to enable them to undergo successfully, the appropriate training, and to perform satisfactorily as a Fire-fighter. Each candidate must be able to demonstrate a proficient level of literacy and numeracy skills to allow them to fulfil the duties of the role. Candidates will be required to undertake a Literacy and Numeracy Competency Test as part of the recruitment process.

### Driving Licence

A candidate, at the date of application, must be the holder of a full unendorsed Class 'B' Driving Licence. All newly appointed Retained Firefighters will be offered the opportunity to obtain a Category C Driving Licence. 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.

## Citizenship

Candidates must, by the date of any job offer, be:

- 1) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- 2) A citizen of the United Kingdom (UK); or
- 3) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- 4) 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
- 5) 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
- 6) 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.

\*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.

## Employment Equality

The post of fire-fighter is open to everyone who can meet the qualifying criteria. Galway County Council is committed to a policy of equal opportunity.

## 5. Miscellaneous Provisions

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### Salary

This employment is part-time. Entry to the scale shall be determined having regard to Departmental Circulars. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

<b>Retained Fire Fighter</b>	<b>01/02/2026 pay scales</b>	
<b>Months of service</b>	<b>Duration on Point</b>	<b>Salary</b>
On appointment-12 months	1 year	<b>€16,852</b>

12–48 months	3 years	<b>€17,864</b>
48–84 months	3 years	<b>€19,112</b>
84+ months	Until cessation	<b>€20,251</b>

Firefighters will be paid for attendance at fires at the following rates:

<b>Basic Hourly Rate (Drill Rate)</b>	<b>Standard Attendance Rates</b>		<b>Premium Attendance Rates</b>	
	1st Hour	Subsequent Hours	1st Hour	Subsequent Hours
<b>€26.04</b>	<b>€52.08</b>	<b>€26.04</b>	<b>€104.16</b>	<b>€52.08</b>

Other attendance remuneration includes:

Hourly Attendance at Drills (Double Drill Rate)	<b>€52.08</b>
Community Fire Safety Annual Payment (40 hours at Basic Rate Annually)	<b>€40.06</b>
Community Fire Safety Payment - Hourly	<b>€26.04</b>

A Fire-fighter shall be paid at the appropriate approved national rates of Fire and Retainer Fees. Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

#### Annual Leave

A Firefighter is entitled to a maximum of 4 working weeks i.e. 28 days annual paid leave. 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 Galway County Council.

#### Availability and Attendance

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. A Firefighter will be required to be rostered on for a minimum of

24 weeks in each year. For these weeks it will be mandatory to attend all calls when alerted. The arrangements are alternate, with one week rostered on followed by one week flexible.

### **Drill Nights**

Retained firefighters are required to maintain an attendance percentage of 85% of all drill nights (i.e. both for the rostered-on and flexible periods).

### **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 will be required to attend 85% of normal training practices. Firefighters will also be required to attend special courses and training from time to time within and outside the County.

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.

### **Training**

Training will be arranged and programmed with as much notice as possible, normally a minimum of 4 weeks in advance. Retained firefighters will attend all training as required and such training may take place on weeks where individuals are designated as Rostered-On or Flexible.

### **Probation**

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.

## Health and Safety

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 Galway County Council's safety management system. A Firefighter shall comply with the requirements of the Galway County Council Health & Safety policies and attend training courses when required. 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.

## 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 Galway Fire Service Training Policy, Annual Training Programme and Drill Night Programme.

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. Retained firefighters will attend all training as required and such training may take place on weeks where individuals are designated as Rostered-On or Flexible. Attendance at drills and training will be required whether the Firefighter is rostered on or flexible, 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.

## Clothing/ Equipment

Personal Protective Equipment (PPE) relevant to the role of the Firefighter shall be issued and replaced in accordance with the Galway County Council Fire Service PPE Policy. 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 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.

### Sick Leave

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

### Pension

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.

### Superannuation Contribution

Membership of the Local Government Superannuation Scheme or the Single Public Service Pension Scheme is compulsory for all employees. Details will be provided to the appointee prior to appointment.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class A rate of PRSI contribution will be required in respect of 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). A person paying Class A rate of PRSI who becomes a pensionable officer of a local authority will 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 pensionable remuneration in accordance with the terms of the scheme.

A person who becomes a pensionable officer of a local authority who is liable to pay the Class D rate of PRSI contribution will be required in respect of his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. A person paying Class D rate of PRSI who becomes a pensionable officer of a local authority depending on their existing scheme, may be a member of a dependent scheme i.e. either the Local Government (Widows & Orphans Contributory Pension) Scheme or the Local Government (Spouses and Children's Contributory Pension) Scheme and if a member of either scheme will be required in respect of the to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the scheme. Officers are admitted to the Superannuation Scheme in accordance with the terms of the Local Government Superannuation

(Consolidation) Act, 1998 and the Superannuation (Miscellaneous Provisions) Act 2004, with effect from date of appointment. This scheme is contributory and provides pension, retirement and death gratuities. In order for a new entrant to the scheme to qualify for a pension, he/she must have served a minimum of two years employment in a local authority. For new entrants under the Single Public Service Pension Scheme, effective from 1st January 2013, superannuation contributions are as follows: 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Pension and retirement lump sum will be based on career-average pensionable remuneration; pensions will be co-ordinated with the State Pension Contributory.

## Employee Benefits

Examples of some of the current Galway County Council Employee Benefits include:

- A range of Family Friendly Policies
- Availability of an Optical Benefit Scheme
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to join Galway County Council's Social Club
- Automatic enrolment in a pension scheme
- Access to the services provided under Galway County Council's Employee Assistance Programme.

## 6. Selection Process

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The following is a brief summary of the Retained fire-fighter recruitment process with Galway County Council. Please note that the Council reserves the right at any stage to cease or alter the recruitment process.

### **Phase 1: Review the Briefing Document in full & Complete Questionnaire:**

Complete the questionnaire in Appendix I entitled 'A Career as a retained (part-time) Fire-fighter - Is it really for you? If you answer yes to all of the questions; you should then check the minimum eligibility requirements for the post contained within this Briefing document.

## **Phase 2: Formal Application:**

To be considered for the position of Retained Fire-fighter - please visit [www.galway.ie](http://www.galway.ie) and complete the application form which is available online and email it to [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie). Alternatively you can download and print the form, when you have it completed, submit it for the attention of: Human Resources department, Galway County Council, Áras an Chontae/County Hall, Prospect Hill, Galway. HR will contact you soon after. All applications submitted at this point will be subject to eligibility checks.

## **Phase 3: Work Related Suitability Tests:**

All candidates deemed eligible for interview will move to the next phase, the Work-Related Suitability Tests. A candidate must demonstrate the required level of proficiency at the Work-Related Suitability Tests in order to proceed to the Interview stage. Applicants must complete and pass the following five assessments:

1. Ladder Climbing & Attitude to heights
2. Manual Dexterity
3. Ability to work in Confined space (wearing BA)
4. Equipment Carry
5. Aptitude Test

## **Phase 4: Interview:**

If you are successful in the work-related suitability tests you will proceed to Interview. The information you supply in the application form will play a central part of the interview process.

Interviews shall be conducted by Board(s) set up by Galway County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Galway County Council consider satisfactory in the competitive interview shall be considered for selection.

## **7. Pre Employment Checks**

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**Placement on a panel from this competition is not a guarantee that a position will be offered.**

The Council will progress only the required number of successful candidates at the interview stage to meet the number of vacancies determined by the Council at the time.

Applicants must be able to satisfy the Council's Medical Doctor that they are in general good health and have the potential to maintain minimum fitness standards for the duration of their careers.

References for successful candidates will also be checked and Garda Vetting will also be completed at this point. Written evidence must be provided from the Firefighter's employer as to availability prior to appointment. Self-employed must also provide written evidence as to availability prior to appointment.

All the above must be satisfactorily completed and candidates must be available to commence Recruits Training at a Centre and on the date determined by the Council. The Recruits Training/ Firefighter Skills Training Course will last 3 weeks.

A Recruit Fire-Fighter must be able to make continual and satisfactory progress to pass the written, oral and practical tests set at intervals throughout this period. The training is varied and demanding and covers such subjects as; Firefighting, breathing apparatus, compartment fire behaviour training, first aid, and basic fire safety. Candidates who do not satisfactorily complete the recruit's course, Breathing Apparatus Initial; Wearers Course or Compartment Fire Behaviour Training course may have their employment terminated.

Successful candidates will be posted to an operational Fire Station as part of the operational team and will attend fires and other emergencies. Initial appointment will be for a probationary period of 12 months.

## **8. Communications**

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Galway County Council will contact you, when necessary, at each stage of the competition by email/SMS. 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/text message will be sent to the email address/telephone number 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 [hr@galwaycoco.ie](mailto:hr@galwaycoco.ie). The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Galway County Council. Galway County Council does not accept responsibility for communications not accessed or received by an applicant.

## 9. The Fine Print

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### **General Information**

Galway County Council reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses depending on the numbers that remain after each stage.

Galway County Council will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to the competition, or invitation to partake or attend any element of the selection process, or a successful result letter, is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the requirements.

Placement on any panel from this competition is no guarantee that a position will be offered.

### **The Importance of Confidentiality**

Candidates can expect that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by Galway County Council are treated as strictly confidential subject to the provisions of the Freedom of Information Acts 2014.

### **Deeming of candidature to be withdrawn**

Candidates who do not complete and submit any assessments before the specified date; or do not attend/ undertake any stage of the selection process as requested or do not furnish

such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

## **Data Protection**

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. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Galway County Council's privacy statement which can be found at <https://www.galway.ie/en/services/yourcouncil/privacystatement/>

When your application is received, Galway 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 General Data Protection Regulation.

## **Terms and Conditions**

By submitting an application, accessing or attempting any assessment / test materials you are agreeing to be bound by the terms set out below:

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.
2. Canvassing - Candidates should note that canvassing to enhance their candidature or encouraging others to do so will disqualify them and will result in their exclusion from the recruitment campaign.
3. Candidates in the recruitment process must not:
  - Knowingly or recklessly provide false information
  - Canvass any person, with or without inducements
  - Interfere with or compromise the process in any way.
4. A third party must not impersonate a candidate at any stage of the process. If a person found guilty of such an offence was or is a candidate in a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate
- Where s/he has been appointed subsequent to the recruitment process in question, s/he shall forfeit that appointment.

5. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Galway County Council is satisfied that such a person fulfils the essential requirements.

## Appendix 1 Retained Firefighters Questionnaire

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This form is for your use only. Do not send it back to us. You may, however, wish to retain it and review it later in the application process.

### A CAREER AS A RETAINED FIREFIGHTER - IS IT REALLY FOR YOU?

We receive enquiries each year from men and women who want to be Fire-fighters. Our objective is to be fair and equitable to all applicants in our recruitment and selection. The following list of questions has been put together to help you decide whether being a Fire-fighter is really for you. Simply tick YES or NO to each of the following questions.

	<u>YES</u>	<u>NO</u>
Are you able to meet the demands of working in a disciplined uniformed service? Can you take orders from other people?		
Are you able to meet the criteria of living and working (and/or studying) within the specified response time i.e. A Retained Firefighter must live and work within a maximum of 8 minutes travel time from their assigned Retained Fire Station, to allow them to respond for the duration of their employment as a Firefighter.		
Can you get on with people from different backgrounds and cultures?		
Do you have the emotional strength to deal with a road traffic collision or other instances where there may be severe injuries or loss of life?		
Can you work as part of a close-knit team? Can you work under pressure without letting the rest of your team down?		
Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive?		
Can you take the responsibility for representing the Fire Service both when you are at work and when you are not at work?		

Are you committed to maintaining and developing your skills?		
Can you confirm that you do not suffer from aquaphobia, claustrophobia or vertigo?		
Are you committed to maintaining your health and physical fitness? Is regular exercise a part of your everyday life?		
Are you prepared to work when needed at night, weekends, and public holidays?		
Are you a practical person who likes to work with their hands and with equipment? Do you enjoy making things or finding out how things work?		
Are you someone who can always be relied on to be somewhere on time? Are you someone that others see as dependable?		
Are you prepared to work outside in all types of weather, even if you are wet and cold and you don't know when a job might finish?		
Would you be able to manage interruptions to your daily routine at any time day or night to travel to the fire station for a call?		
Would you have the support needed by family/those you live with to allow you to respond to calls at short notice and be detained at calls for as long as it takes to deal with them?		

If you answered yes to the above, can you give good examples to back your answers up? If you can then you may wish to proceed to check that you meet the minimum qualifications for the position and, and please ensure you have read and understood this booklet.

## Appendix 2 Code of Practice on Recruitment and Selection Procedures

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### GENERAL PRINCIPLES

This Code of Practice sets out the commitment by Galway County Council to comply with standards of best practice and integrity in its recruitment and selection procedures. It also outlines the obligations and responsibilities of persons who apply for employment with the Council, as well as their rights. It is based on the general principles of fairness and consistency in approach to all candidates, through competency-based selection procedures which are conducted in an open and transparent manner.

### ADVERTISING

The Council is committed to ensuring that vacancies are communicated openly to afford equality of opportunity. Advertising mechanisms are selected which offer value for money and are appropriate to the vacancy under consideration. In general, vacancies are normally advertised in the national and local newspaper's, as well as the Council's website at [www.galway.ie](http://www.galway.ie) and the national website [www.localgovernmentjobs.ie](http://www.localgovernmentjobs.ie)

### LEGISLATION

The Council has regard to all relevant legislative requirements and considerations in its recruitment and selection processes, including;

- *Official Languages Act* – in accordance with government policy and having regard to our county's cultural identity, the Council conducts optional oral Irish interviews as part of its recruitment process, which awards an additional 3% / 6% of marks attained at main interview, to candidates who demonstrate a reasonable / very good knowledge of the Irish language. The Council is committed to achieving its obligations under the Official Languages Act on a planned basis.
- *Freedom Of Information* – all information received and processed by the Council is treated in confidence subject to the requirements of the Freedom of Information Act.
- *Data Protection Acts* – the information submitted with your application is used solely in processing your candidature, and such information is held subject to the rights and obligations of the Data Protection Acts.
- *Equality Acts* – the interview process and Interview Boards have regard to all equality considerations. Employment opportunities are accessible to all potentially qualified applicants, including people with disabilities, for whom all appropriate facilities are

provided to ensure that they have the opportunity to perform to their optimum at interview.

## **WHAT ARE YOUR RESPONSIBILITIES?**

*Full Completion of Application Form* – applications must be made on the official application form and all sections of the form must be fully completed. When completing the form, it is essential that full details (e.g. Employment dates & duties) are given, as you may be shortlisted on the basis of information supplied.

*Submission Prior to the Closing Date* – the completed application form must be forwarded to reach Galway County Council in hard or electronic copy, not later than the closing time and date for receipt of applications. An application form sent by post should be posted in sufficient time to ensure delivery by the deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Postage.

*Attendance at Interview* – candidates who do not attend at interview or tests as required, or who do not, when requested, furnish evidence in relation to their candidature, will have no further claim for consideration in the recruitment process for that vacancy.

*Integrity and Fairness* – this comprises four main issues:

- Any attempt by a candidate, or by any person(s) acting on his/her instigation, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of staff of the County Council or person nominated by the Council to interview or examine applicants, will automatically disqualify the candidate for the position he/she is seeking
- Candidates must not knowingly provide false information on their application
- No other person may impersonate or represent a candidate at any stage of a selection process
- Candidates must not interfere with or compromise the process in any way
- Any candidate found to carry out any of the above and who was/is a candidate in the recruitment process, may be disqualified as a candidate or if appointed, may forfeit the appointment.

## **APPOINTMENT ON MERIT**

- *Eligibility* – specific requirements for posts may be set down by the appropriate Minister/Body, such as academic/professional qualifications, minimum amount and type of experience and/or knowledge, and in some cases, other factors such as health/fitness, security clearance considerations, etc. Candidates are advised as soon as possible after the closing date of the decision regarding their eligibility for the post. However, admission to a competition or invitation to interview is not to be taken as

implying that the Council is satisfied that the candidate fulfils all requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. Therefore, the onus is on the candidate to ensure that they meet the eligibility requirements before attending for interview, as candidates attend for interview at their own expense.

- *Shortlisting* – where a large number of persons apply for a post, the Council reserve the right to admit to the competition, only candidates who appear to be likely to possess a standard sufficient for appointment. The shortlisting process can take the form of:-
  - Shortlisting of candidates on the basis of information contained in their application form;
  - Other written, oral or practical tests appropriate to the position;
  - Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board or
  - Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.
- *Main Interview* – the Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.
- *Interview Board* – the Interview Board are selected and convened having regard to their training, experience and expertise in the particular functional area. Gender representation is also taken into consideration when constituting a board, subject to availability. Interview Board Members have regard to their responsibilities under Equality and Freedom of Information legislation in the conducting of interviews.
- *Panel* – following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post.

## **YOUR RIGHT TO INFORMATION AND TO APPEAL**

The Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner. A request for marks awarded at interview and comments made by the Interview Board, may be made in writing to the Freedom of Information Officer, under the Freedom of Information Act.

The Council will consider appeals in relation to eligibility and shortlisting decisions. Such appeals must be made by candidates in writing within 5 working days of notification of the relevant decision. On receipt of appeal, the selection decisions will be re-visited, and the candidate will be informed of the outcome of this review.

**Galway County Council is an equal opportunities employer**