



**Comhairle Contae  
Dhún na nGall**

**Donegal County Council**

**Assistant Civil Defence Officer  
(analogous to Grade 1V)**

**Information for Candidates**

**April 2024**

## **1. The Position**

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Assistant Civil Defence Officer (Analogous to Grade IV).

It is proposed to form a panel of qualified candidates from which current and future vacancies will be filled during the lifetime of the panel.

## **2. Civil Defence**

Civil Defence is a statutory volunteer based organisation that supports the front line emergency services in dealing with severe weather, flooding, major accidents, emergency evacuation and searching for missing persons,

The service also supports hundreds of community events throughout the year including, events organised through the Local Authority, large events such as air shows, tall ships, concerts and street festivals, sporting events as well as smaller local events such as parades.

There is currently approximately 3,500 volunteer members throughout Ireland, of which 55 are active in Donegal on a weekly basis. 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 with the Local Authority having responsibility for the operational side of the service through the Civil Defence Officer and Assistant Civil Defence Officer.

Civil Defence services are delivered through the Civil Defence Officer (CDO) of Donegal County Council who is a full-time employee of the local authority and is responsible for the day-to-day management of Civil Defence matters under the overall direction of the Chief Executive.

The Assistant Civil Defence Officer (ACDO) is a full-time employee of the Local Authority and is responsible for assisting the Civil Defence Officer in the day to day management of the Civil Defence Unit. He/she will generally report to the Civil Defence Officer and will, from time to time, be required to deputise for the Civil Defence Officer and must be willing to take on this challenge.

The International symbol for Civil Defence is worn by all members, to show they are part of a worldwide network of committed people, prepared to serve in their own country or overseas as part of practical disaster relief assistance. The international sign of Civil Defence is defined under Article 66, paragraph 4 of Schedule V to the Geneva Conventions Act.

### **3. Duties and Responsibilities**

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

#### **The ACDO will assist the Civil Defence Officer in carrying out the following tasks:**

1. To assist 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.
2. To co-ordinate the arrangements necessary for the implementation of the Civil Defence Plan.
3. The day-to-day facility management of Civil Defence HQ and all Donegal Civil Defence training sites.
4. To represent Civil Defence within local emergency planning structures and to promote good relations with key personnel with each of the local Principal Response Agencies.
5. To provide support to the Principal Response Agencies (Local Authority, An Garda Síochána and Health Service Executive (HSE)) in emergency and non-emergency situations in accordance with both the 2015 White Paper on Defence and the Framework for Major Emergency Management.
6. Develop and build relationships with voluntary organisation within County Donegal to provide an effective emergency response.
7. To formulate, and periodically review, such Civil Defence Plans as are required to comply with its statutory responsibilities.
8. Provision of support in relation to community, charitable and Local Authority events.
9. To implement / comply with the policies, circulars and guidelines as set out by the Local Authority and Civil Defence Branch of the Department of Defence.
10. To attend training provided by the Department of Defence and Donegal Local Authority.
11. To arrange for the recruitment, organisation and management of Civil Defence volunteers.
12. To arrange and work with, the Civil Defence volunteers weekly, to ensure they are appropriately trained including mandatory training and facilitate

progression of training for volunteers, including completing an annual training needs analysis.

13. To carry out instructions issued by the Department of Defence in relation to the processing of the annual operational grant and any other grants that are provided.
14. To carry out instructions issued by the local authority/Department of Defence for the purchase, care, maintenance, issue and control of Civil Defence uniforms, vehicles and equipment.
15. To maintain adequate records, in the manner required by the relevant authority, and any other reporting requirements as may arise.
16. Develop the use of emerging technological systems (e.g. Drone capacity, communications, etc.) to enhance Civil Defence Volunteers in their role of supporting local Principal Response Agencies
17. To promote Civil Defence as a community resource within the Donegal Local Authority area.
18. To assist the Civil Defence Officer in the Management of the Civil Defence Training Centres and the Civil Defence Vehicle Fleet.
19. To assist the Civil Defence Officer in arranging and ensuring that all necessary equipment is readily available for training, for non-community events, and emergency response by the volunteers. This will require an element of physical work.
20. To attend where necessary, all appropriate Civil Defence training which is deemed necessary to ensure the teams are in a state of preparedness to respond to the Principle Response Agencies. This will periodically, involve night-time and weekend work, recoupable through time off in lieu.
21. Such other duties appropriate to the office as may be determined from time to time including out of hours emergency duties and duties in relation to the area of any other local authority.

**The ACDO will have specific responsibility for the following tasks:**

1. Population and upkeep of the new Volunteer Equipment Management system (VEMS)
2. Management of the Civil Defence Health and Safety System.

## **4. Qualifications**

### **(a) Character**

Candidates shall be of good character.

### **(b) 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 Health Doctor prior to appointment.

### **(c) Education, training, experience, etc.**

On the latest date for receipt of completed application forms, each candidate must -

- (a) possess a good standard of administrative experience including in the use of modern IT systems;
- (b) possess a good general standard of education;
- (c) possess a full, clean Class B driving licence;
- (d) experience in the supervision and development of staff/volunteers;
- (e) experience in the management of safety and safety management systems;
- (f) experience in record keeping and the management of budgets.

### **Desirable Requirements**

- have a good core knowledge of Civil Defence services
- have previous experience in a position of responsibility or in other volunteer-based emergency organisations or in emergency response services
- experience in training delivery.

### **The Ideal Candidate shall:**

- Be able to work on his/her own initiative as required
- Have the ability to integrate well with existing Civil Defence Volunteers
- Be willing to work flexible hours as required, to include night-time & weekends, recoupable through time off in lieu arrangements.
- Have the ability and understanding to follow policy and procedures
- Have a good working knowledge, or demonstrate an ability to acquire knowledge, of the legal, regulatory and governance framework within which Donegal County Council operates and adheres to corporate policies, protocols and procedures.

## INFORMATION SHEET – COMPETENCY FRAMEWORK

Key competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any shortlisting or interview processes will be based on the information provided by candidates:

<b>Competency</b>	
<b>Delivering Results/Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Plans work and allocation of volunteers and other resources effectively</li> <li>• Implements high quality service and customer care standards</li> <li>• Demonstrates effective written and verbal communication skills</li> </ul>
<b>Performance Management and Team Work</b>	<ul style="list-style-type: none"> <li>• Supervises the team to achieve corporate objectives</li> <li>• Works as part of a team to ensure delivery of plans and schedules</li> <li>• Has a strong team ethic of co-operation and mutual support</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Takes initiative and is proactive when he or she sees the opportunity to make a contribution</li> <li>• Manages time and workload effectively</li> <li>• Maintains a positive, constructive and enthusiastic attitude to their role</li> <li>• Demonstrates flexibility and openness to change</li> </ul>
<b>Knowledge, Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate the knowledge and understanding of the structure and functions of Local Government including local government issues</li> <li>• Understands the role of an Assistant Civil Defence Officer</li> <li>• Have relevant practical and administrative experience</li> <li>• Have experience of working as part of a team</li> <li>• Have experience of preparing reports and correspondence</li> <li>• Have knowledge and experience of operating ICT systems</li> </ul>

	<ul style="list-style-type: none"> <li>• Have knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace</li> </ul>
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## **5. Particulars of the Post**

### **(a) General**

Donegal County Council proposes to create a panel of qualified candidates for the position of Assistant Civil Defence Officer which any vacancies which arise will be filled during the lifetime of the panel.

### **(b) Probation**

Successful candidates shall be required to be on probation for an initial period at the discretion of the Council.

### **(c) Remuneration**

The current annual pay-scale is €32,301 minimum to max LSI2 €51,100. (as per Circular EL 02/2023).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New Entrants will commence on the minimum point on scale.

### **(d) Base**

The base for the post of Assistant Civil Defence Officer shall be the Civil Defence HQ, Railway Road, Stranorlar, Co. Donegal or as determined by the Council from time to time.

The role of Assistant Civil Defence Officer **will** involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

### **(e) Residence**

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

### **(f) Working Hours**

While the normal working week will constitute 35 hours, the appointee will be required to work the hours directed by the Chief Executive of Donegal County Council, which will include hours outside of the normal working day. Under the direction of the Civil

Defence Officer, he/she will be expected to co-ordinate their working hours to coincide with the responsibilities and requirements of the post.

### **(g) Requirement to Drive**

Candidates shall be required:

- (i) to possess a full current category B Driving Licence.
- (ii) to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.
- (iii) the successful candidate may be required to drive a vehicle supplied by Donegal County Council from time to time when carrying out duties assigned by Civil Defence.

### **(h) Training**

Requirement to undertake any training requirements attached to the post.

### **(i) Conflicts of Interest**

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

## **6. Recruitment Process**

### **A. Application Form**

- Applications must be made on the official application form and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only by email to [vacancies@donegalcoco.ie](mailto:vacancies@donegalcoco.ie)
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

### **B. Short Listing**

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria,



based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Donegal County Council is satisfied that such a person fulfils the requirements of the position.

**C. Right to Information and Review:**

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

**D. Confidentiality:**

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

**E. Other**

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

**F. Canvassing Will Disqualify**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

**G. General Data Protection Regulation**

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:  
[www.donegalcoco.ie](http://www.donegalcoco.ie)