Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Assistant Fire Prevention Officer

Cork City Council

Closing Date:

4.00pm, Monday 23rd November 2026

To be read in conjunction with

Our Candidate Information Booklet

BACKGROUND

Located on Ireland's scenic south coast, Cork City is the country's second-largest urban centre and home to over 224,000 people. Since the 2019 boundary extension, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure-led growth-enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has an annual revenue budget of approximately €362 million for 2026 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, Human Resources, Legal Affairs, and Corporate Affairs.

Our work is guided by the Corporate Plan 2024 – 2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate-Neutral and Smart Cities reflects the city's ambition and global outlook.

Cork City Council is committed to delivering high-quality public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods. Together, we are shaping a city that continues to thrive as a vibrant place to live, study, visit, and work.

We are now seeking applications from individuals who are passionate about public service and eager to contribute to Cork's ongoing transformation. If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus – we want to hear from you. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition. The successful candidate will have the opportunity to play a meaningful role in shaping the city's future, driving impact and supporting Cork's continued growth and success.

The Corporate Plan can be viewed here: Cork City Council Corporate Plan 2024–2029

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for the post of Assistant Fire Prevention Officer may be filled.

Vision, Mission, & Values

Our Vision

Make Cork City Better

Our Values

Public Service

Provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.

Integrity

We act honestly, openly and fairly in all our dealings.

Respect

We treat all people with respect

People Centred

We engage with people in a fair, courteous and timely manner. We strive for continous improvement.

Responsible

We are accountable and transparent and act responsibly in our dealings and decision making.

Ambitious

We work to attract investment to the City

Our Mission

People – A City of Welcomes where a Public Service ethos is at the core of how we do business.

Place – An Ambitious, Vibrant, and Sustainable City ready for the future while continuing to deliver high quality services every day.

Prosperity – A Vibrant City of Neighbourhoods, Communities and Businesses working together to deliver on our economic and cultural potential.



THE ROLE

Cork City Fire & Building Control Department is part of Cork City Council, a large urban local authority with over 1,500 employees. The department comprises a professional team of over 130 people organised in the following sections:

- Fire Prevention
- Administration
- Operational Fire Service
- Building Control
- Civil Defence
- Major Emergency Management

Cork City Council is seeking passionate and skilled individuals to join its Fire Prevention team as Assistant Fire Prevention Officers. This is a unique opportunity to play a vital role in shaping the safety and resilience of Ireland's second-largest city as it grows and evolves.

As an Assistant Fire Prevention Officer, you will be at the forefront of public safety, ensuring that Cork's homes, businesses, and public spaces comply with the highest fire safety standards. Your contributions will directly impact the lives of residents, enhancing their safety and wellbeing across a variety of settings, from innovative new developments to iconic city events.

This role is perfect for those who thrive on variety and challenges. You will:

- Assess Fire Safety Certificate applications for innovative construction projects, including high-rise buildings, community hubs, and innovative architectural designs.
- Conduct comprehensive inspections of existing buildings, ensuring compliance with fire regulations and addressing potential risks.
- Be actively involved in safety planning and inspections for major public events, such as festivals, concerts, and sports fixtures, fostering a safe and enjoyable experience for all.
- Work in a dynamic environment that combines technical office work with on-site inspections and interactions with diverse stakeholders.

Based at Cork City Fire Station, Anglesea Street, this position offers an opportunity to develop your technical expertise, contribute to the safety of your community, and grow professionally. Successful candidates will also have the option to undertake operational fire service training, expanding their skills and career opportunities.

Whether you are assessing intricate building designs or ensuring the safety of vibrant public gatherings, your work will be at the heart of Cork's thriving and resilient community. Join us and be part of a team that makes a meaningful difference in one of Ireland's most dynamic cities.

DUTIES

The duties of the post include, but are not limited to:

- Technical assessment of Fire Safety Certificate applications under the Building Control Acts 1990 to 2025, including for complex and higher risk building designs.
- Inspections of buildings under the Fire Services Acts 1981 and 2003 to ensure an appropriate level of fire safety. (*The fire service carry out fire safety inspections of existing buildings (excluding dwelling houses) and has extensive enforcement powers to ensure compliance with fire safety legislation).*

- Undertaking inspections of licensed premises e.g. Public Houses, Night Clubs. (*Most larger public assembly buildings are inspected by fire prevention officers from the fire service annually).*
- Processing licensing applications under the Fire Services Acts 1981- 2003.
- Advising on and inspecting major indoor and outdoor events.
- Providing advice with respect to certain Planning applications.
- Coordinating with Operations section and Building Control section staff in Cork City Fire and Building Control Dept in relation to matters of common concern.
- Processing of fire safety complaints, referrals and requests for advice.
- Collaborate with colleagues in Fire Operations to promote targeted fire safety campaigns.
- Attending training courses as required.
- Carrying out such other duties that may be assigned from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

Character

Candidates shall 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.

Education, Experience, etc.,

Candidates shall on the latest date for receipt of completed application forms for the post:

a) hold a recognised degree (level 8 in the National Framework of Qualifications) in engineering or architecture **or** a recognised degree (level 8 in the National Framework of Qualifications) in the final examination for which they obtained at least a pass in chemistry or physics taken at honours level, **or** a qualification equivalent to one of these,

b) have at least **two** years satisfactory experience, including adequate relevant experience involving one or more of the following:-
   - Fire-fighting techniques,
   - Fire resistance of buildings or structures,
   - Hydraulics and water supplies,
   - Design and construction of buildings,
   - Technological or industrial processes, **and**

c) have a high standard of technical training.

Driving Licence

Holders of the office may be required to drive a car in the course of their duties and therefore are required to hold a full driving licence for class B vehicles free from disqualifications.

Desirable Skills

Candidates should also be able to demonstrate a strong ability in the following areas (*Please refer to Competency Framework on page 6 for more information)*:

- Delivering Results
- Communicating Effectively
- Personal Effectiveness

- Have a track record of technical and/or building design work with a strong element of analysis and problem solving.
- Have a good working knowledge, or demonstrate an ability to acquire same, of the design and construction of buildings.
- Have an ability to work on his/her own initiative and within a multidisciplinary team.
- Have strong interpersonal and communication skills.
- Possess good IT skills.
- Have good knowledge, or demonstrate an ability to acquire same, of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace.
- Have a good working knowledge, or demonstrate an ability to acquire same, of the legal, regulatory and governance framework within which Cork City Council operates and adhere to corporate policies, protocols, and procedures.

Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview (should they be called) that they possess these competencies through the experience and skills they have gained to date.

DELIVERING RESULTS

Evaluates issues and situations in a logical and objective manner in order to arrive at an effective solution.

- Analyses technical problems and solutions in a logical manner.
- Works to relevant guidance documents, codes and standards as required.
- Shows good judgement and balanced decision making.
- Makes evidence supported decisions in a timely and well-informed manner.

COMMUNICATING EFFECTIVELY

Recognises the value of and requirement to communicate effectively. Has effective verbal and written communication skills. Has good interpersonal skills.

- Writes in a clear and concise manner.
- Ability to process information and produce a report in a timely manner.
- Makes a case in a confident and credible manner.
- Is effective in communicating a complex or technical message using language appropriate to the audience.

PERSONAL EFFECTIVENESS

Is enthusiastic, adopts a positive attitude to work and is open to taking on new challenges.

- Is open to continuous self-learning.
- Adopts a positive and constructive approach to work.
- Manages their time to effectively achieve objectives.
- Contributes positively to a team.

Salary

The salary scale for the post is:

€48,248- €50,942 - €52,949 - €55,032 - €57,166 - €59,335 - €61,524 - €63,714 - €65,903 - €68,095 - €70,299 (Max), €72,552 (LSI1) - €74,809 (LSI2)

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 at the minimum point.

Hours of Duty

The standard working week is **35 hours per week**. The role may, on occasion, require evening or weekend work.

Holders of the post may be required to attend for duty at any time, in accordance with arrangements made by the local authority.

The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to the provisions of the **Organisation of Working Time Act, 1997** and the **Organisation of Working Time (Regulations) Act, 2001**.

Garda Vetting

This post may come within the scope of the **Local Authorities Garda Vetting Scheme**. Further information is available in our **Candidate Information Booklet**, which provides details on vetting requirements, the format of the competition, the principal conditions of service, and data protection under the **General Data Protection Regulation (GDPR)**.

Equality, Diversity & Inclusion

Cork City Council is an **equal opportunities employer**. We welcome and encourage applications from suitably qualified candidates, regardless of gender, age, civil or family status, sexual orientation, gender identity, disability, race, ethnic origin, membership of the Traveller community, religion, or belief.

Closing Date

The deadline for receipt of applications is **4:00pm on Monday, 23rd November 2026.**