



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

**Assistant Civil Defence
Officer**

Cork City Council

Closing Date:

4pm, Monday 8th September 2025

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 €325 million for 2025 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, People & Organisation Development, 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](#)

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 continuous 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

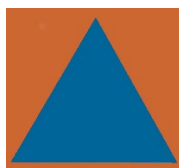


THE ROLE

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 Civil Defence Officer (ACDO) may be filled.

The ACDO is a full-time employee of the Local Authority and plays a key role in supporting the Civil Defence Officer in the day-to-day management and strategic development of the Civil Defence Unit. This includes assisting with planning, training, volunteer coordination, emergency response, and community engagement. The successful candidate will be expected to demonstrate initiative, leadership, and a commitment to public service, and will be required to deputise for the Civil Defence Officer when necessary.

This is a dynamic and rewarding role that offers the opportunity to contribute meaningfully to Cork City's emergency preparedness and community resilience. Civil Defence is a volunteer-based organisation that supports the Principal Response Agencies during emergencies and provides assistance at community and civic events. The ACDO will work closely with volunteers, local authority staff, and external agencies to ensure the effective delivery of Civil Defence services.



All members of Civil Defence wear the international symbol of Civil Defence, signifying their place within a global network of trained individuals committed to disaster relief and humanitarian support. This symbol is defined under Article 66, paragraph 4 of Schedule V to the Geneva Conventions Act.

DUTIES

The key duties and responsibilities of the post of **Assistant Civil Defence Officer** include:

- 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 the 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.

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

1. Character

Each candidate must be of good character.

2. Health

Each candidate must 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.

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

- a) Have relevant administrative and IT experience, including proficiency in Microsoft applications, responsibility for managing budgets, and maintaining accurate records.
- b) Demonstrate strong organisational and leadership skills, along with relevant experience in supervising and developing staff and/or volunteers.
- c) Have completed a Leaving Certificate or equivalent qualification.
- d) Possess strong interpersonal and communication skills.
- e) Willingness to work flexible hours as required.

4. 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.

5. Desirable Skills:

The ideal candidate will be able to demonstrate a strong ability in the following competency areas:

- Delivering Results/Communicating Effectively
- Performance Management and Teamwork
- Personal Effectiveness
- Knowledge, Experience and Skills

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/Communicating Effectively

- Plans work and allocation of volunteers and other resources effectively.
- Implements high quality service and customer care standards.
- Demonstrates effective written and verbal communication skills.
- Maintains positive, productive, and beneficial working relationships with colleagues and management.

Performance Management and Teamwork

- Forward plans work activities and schedules.
- Supervises the team 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.

Personal Effectiveness

- Takes initiative and is proactive when he or she sees the opportunity to make a contribution.
- Manages time and workload effectively.
- Maintains a positive, constructive and enthusiastic attitude to their role.
- Demonstrates flexibility and openness to change.

Knowledge, Experience and Skills

- Demonstrate the knowledge and understanding of the structure and functions of Local Government including local government issues.
- Understands the role of an Assistant Civil Defence Officer.

- Have relevant practical and administrative experience.
- Have experience of working as part of a team.
- Have experience of preparing reports and correspondence.
- Have knowledge and experience of operating ICT systems.
- Have knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.

Salary

The salary scale for the post is:

€51,722 - €53,266 - €54,844 - €56,454 - €58,076 - €59,967 (LSI 1) - €61,865 (LSI 2)

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 successful candidate will be contracted to work a standard 35-hour week, typically Monday to Friday; however, flexibility is essential as the role routinely involves evening and weekend duties. These additional hours are considered part of the normal responsibilities of the post and will not attract extra remuneration. Instead, time off in lieu will be granted by arrangement with the line manager.

Under the direction of the Civil Defence Officer, the post holder will be expected to coordinate their working hours to align with operational needs, including training and emergency duties. The Council also reserves the right to amend working hours as necessary to meet service requirements.

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

Garda Vetting

This post may come within the scope of the Local Authorities Garda Vetting Scheme. Please consult our Candidate Information Booklet where further information on Garda Vetting can be found.

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm, Monday 8th September 2025

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.