



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Executive Fire Prevention Officer

Cork City Council

Closing Date:

4pm Monday 26th May 2025

To be read in conjunction with

[Our Candidate Information Booklet](#)

BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the National Planning Framework (NPF). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €325 million for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)



Public Good

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



Trust & Integrity

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



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

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



Responsibility

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



Innovation

We continually seek progressive and creative approaches in the services we deliver.



Comhairle Cathrach Chorcaí
Cork City Council

SUSTAINABLE
DEVELOPMENT
GOALS



We are Cork

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Executive Fire Prevention, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

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 Executive Fire Prevention Officer may be filled.

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

As a key part of the technical Fire Prevention team you will use your fire safety engineering knowledge to help safeguard the lives of Cork's residents by ensuring buildings meet essential fire safety standards. Your work will have a direct impact on public safety across a range of settings, from newly constructed developments to large-scale public events.

Working alongside a dedicated team of fire safety professionals, you will be responsible for assessing Fire Safety Certificate applications and conducting building inspections to ensure compliance with fire regulations. You will apply your technical expertise to evaluate complex building designs, including for high-risk or large-scale projects, ensuring they meet fire safety requirements.

From assessing state-of-the-art building designs to inspecting public events like festivals and concerts, no two days are the same in this dynamic role. You will balance office-based technical analysis with hands-on fire safety inspections in various public and commercial settings.

The Executive Fire Prevention Officer will have the option to begin or continue operational fire service training. The position is based at Cork City Fire Station, Anglesea Street, and offers the opportunity to make a tangible difference to the safety of our growing city.

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.

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 2024, 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 management of technical staff as required, to include line management, technical mentoring and oversight of their work.
- Assisting in the development and review of technical strategy and technical approaches.
- The carrying out of enforcement action under the Fire Services Acts, such as the serving of Fire Safety Notices on potentially dangerous buildings.
- Undertaking fire safety of licensed premises e.g. Public Houses, Night Clubs.
- 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

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) 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 five 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.

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.

Desirable Skills:

The ideal candidate shall:

- Have a track record of fire safety 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 knowledge and understanding of the Building Control Acts 1990 to 2024, Building Regulations 1997, Fire Services Act 1981 and 2003 and other legislation with regard to validation, assessment, inspections and prosecutions under the legislation.
- 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 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 fire safety related technical problems and solutions in a logical manner.
- Works to relevant fire safety engineering and other fire safety 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.
- Is aware of and understands relevant legislation, regulations and policies that govern the Fire Service.

Communicating Effectively

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

- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Is clear in all communications, considering the audience in getting the message across. Writes fluently, clearly structuring written communication.
- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is effective in communicating a complex or technical message, using language appropriate to the audience.
- Makes a case in a confident and credible manner.

Personal Effectiveness

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

- Is able to demonstrate continuous self-learning.
- Adopts a positive and constructive approach to work.
- Sets challenging standards and achieves high quality outcomes.
- Manages own time effectively to achieve objectives.

Salary

The salary scale for the post is:

€59,067- €61,217 - €63,366 - €65,520 - €67,672 - €69,823 - €71,976 - €74,116 - €76,280 - €78,425 - €80,897 (LSI1) - €82,108 (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 will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

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 26th May 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.