



Comhairle Contae Lú
Louth County Council

**Louth County Council
Candidate Information Booklet
(Please read carefully)**

**Wholetime Sub Officer
(Confined Competition)**

Closing Date

Completed application forms should be emailed to recruitment@louthcoco.ie with **'Wholetime Sub Officer'** in the subject bar not later than **4.30 p.m. on Friday, 22nd May 2026.**

Please note all application forms must be typed and must be emailed to the above email address. Late applications will not be accepted.

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Louth County Council

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General Information

Louth County Council is the authority responsible for local government in Louth. The county of Louth is divided into the three municipal districts of Drogheda, Ardee and Dundalk. There are five electoral areas in Louth: Ardee, Drogheda Rural, Drogheda Urban, Dundalk-Carlingford and Dundalk South. There are 29 elected county councillors and an annual operating budget of €203.7 million in 2026.

The Council provides a diverse range of services across a large geographic area. Key services areas include housing delivery, planning and development, emergency services, infrastructural upgrades and projects (road improvements, public realm), community services and facilities (community/leisure centres, libraries and parks), encouraging economic development through FDI (foreign direct investment), and supporting existing and new business.

Context:

Local Government has undergone a very significant reform process in line with the proposals in “Putting People First”. The programme sets out a wide range of actions to deliver reform in order to address weaknesses, enhance effectiveness and accountability and improve performance across the entire system. The Local Government Act 2014 provided the necessary legislative basis to give effect to many of the reform measures set out in the Action Programme. The Act, together with the Action Programme provide the broad policy context within which the successful candidate will work and a focussed agenda which he or she will be required to lead and deliver on, as directed by the Chief Executive.

Post of Wholetime Sub Officer

Louth County Council is currently inviting applications from suitably qualified persons for the above competition. Louth County Council will, following the interview process, form a panel for the post, from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for 12 months and may only be extended at the discretion of the Chief Executive.

Essential Criteria

1. Character

Each applicant must be of good character.

2. Age

Each applicant must be at least 18 years of age. A Sub Officer will be required to retire from the service on reaching 55 years of age unless he/she passes an annual occupational health test, where he/she will have an option to work until reaching age of 62.

3. Education & Experience

Each candidate shall have:

- a. Attained a good standard of general education.
- b. Completed 5 years of service with Louth County Council Fire & Rescue Service (LCCFRS); a minimum of 3 years of which will be LCCFRS Wholetime service and be a current serving Wholetime Firefighter.
- c. No current Disciplinary Awards against at time of competition advertised.
- d. Each candidate must hold and submit a Full Class C Driving Licence and have satisfactory experience of driving. A copy of which must be submitted along with your application.

4. Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health, the candidate must have achieved a standard of at least "Fit to continue service in Current Post", in the current retained Occupational Health System.

Conditions of Employment

The following particulars of office will apply to this particular competition:

- a) The holder of the post of Sub Officer shall, subject to the control and direction of the Chief Fire Officer or other Senior Officer of the service:
- Implement all operational preparedness functions, pre-incident planning, training and drill programmes and community fire safety programmes as specified in the Five Group Duty System (5GDS) agreement.
 - Complete the NDFEM Unit One and Two Course if not already completed and any other courses required by Fire Service Management.
 - Implement all current Brigade Orders and ensure compliance with all policies and procedures and SOGs as issued.
 - Instruct when required so as to ensure the delivery of Louth Fire Service's training programme.
 - Maintain competence on training disciplines in which they have attended national training courses.
 - Perform such Incident Command, Control of Operations, driving of appliances, equipment maintenance and upkeep, including the keeping of duty rosters and such other records necessary for the efficient operation of the service.
 - Comply with Louth Fire Service Disciplinary Code of Conduct and implement disciplinary procedures, as required.
 - Act as the Officer in Charge of the Watch when the Station Officer of the Watch has been rostered off and complete all the roles and duties of that post.
 - Implement all required functions, procedures, record keeping and monitoring, as required to comply with the Louth Fire and Rescue Service Health and Safety Management System.
 - Operate as a Firefighter as required
 - Perform such other duties as may be required from time to time as a Sub Officer.
- b) Sub Officers are required to satisfy the fitness and health requirements of the OHS scheme and attend for OHS medicals as required.
- c) Sub Officers must be prepared to manage risks and to fulfil to the best of their ability their duties in the saving of life, the fighting of fires and the saving of property.
- d) Sub Officers shall wear a uniform supplied by the Council in compliance with the relevant Brigade Order and shall be required to return such items on leaving the Service and make good any damage to same not arising out of normal wear and tear. Protective clothing, helmet, boots, etc. will also be issued to each Station Officer on appointment and may also be replaced from time to time at the discretion of the relevant Senior Fire Officer. Each Station Officer is responsible for maintaining their

PPE and uniform in a clean and serviceable manner at all times and also the safe keeping of any other items issued to them.

- e) Any member of the fire brigade who is on sick leave must comply with Council sick leave procedures and the 5GDS notification process. Any sick period in excess of two days will require a medical certificate. A Final Fit for Work Certificate must be submitted prior to resuming duty for designated medical conditions. Both Certificates must be submitted to the Officer in Charge of the Duty Watch.
- f) The Sub Officer will, if required, carry a pocket alerter or other means of personal communication supplied by the Council.
- g) The Sub Officer shall always remain on duty until:
 - Dismissed by the Officer in charge or
 - Relieved by another member on the order of the Officer in charge.
- h) The Sub Officer shall be responsible for fire fighting and rescue in compliance with the National Incident Command System under the direction of any Officer in Charge or as the Incident Commander himself.

Method of Selection

The selected candidates will be required to satisfy the Authority that they possess the required qualifications and will be required to attend for interview (at their own expense) and to pass any tests which may be required by the Authority.

The current method of selection is as follows:

- Completion and Passing (50%) of Louth County Council Fire Service Sub Officer Written Exam.
- Complete a given 5-minute presentation. This must also be passed with a 50% score.
- Competency Based Interview based on the competencies and scoring outlined below. Table below summarises all:

	Pass Mark	Overall Weighting/Points
Written Test	50%	200
5 Min Presentation	50%	100
Interview on General Suitability	50%	200
Total	-	500

Written Test

Applicants must sit supervised written test at a premises arranged by Louth County Council. The test will contain two sections, one of multiple choice and a second section where more narrative answers are required. Examination Papers will be in answer book format and they will be retained by Louth County Council for correction. Normal exam hall etiquette would apply and chemical data books will be available in the exam center for use. Questions would be based on current training doctrine and Louth County Council Drill and Training Programmes.

Study Material

The following subjects will be examined in the written examination:

- All aspects of the Firefighter Handbook,
- Health & Safety Requirements,
- Training Requirements,
- Incident Command,
- BA and RTC Procedures,
- Hazmat,
- Familiarity of their own Station Area.

ASSESSMENT PROCEDURE

Candidates will have to demonstrate from their application form to the satisfaction of a short-listing board that they possess sufficient skills and experience in the competencies listed below in order to be called for interview.

- 1. Operational Competencies**
- 2. Team Leading**
- 3. Personal Effectiveness**

Candidates short-listed for interview will then be assessed at the interview under the three competencies listed above using some/all of the following indicators within each competency.

Operational Competencies

- Judgement & Decision Making
- Organisation & Planning
- Analysis & Problem Solving
- Focus on Quality & Standards

Team Leading

- Authoritative Team Leadership
- Communicating & Influencing
- Supervision & Developing Performance

Personal Effectiveness

- Continuous Professional Development
- Resilience & Composure
- Integrity

Particulars of Post

Residence

A Sub Officer will reside in the area in which their duties are to be performed or within a reasonable distance thereof to allow the delivery of the commitments in the 5GDS.

To ensure compliance with Section 33 of the Organisation of Working Time Act, 1997 in respect of double employment and the number of hours worked during a reference period, Louth County Council requests that you inform the Authorities of any outside employment for which you receive remuneration.

You shall not engage in any gainful occupation, other than as an employee of the local authority, to such an extent as to impair the performance of your duties or which might be inconsistent with the discharge of your duties as a local authority employee, or which conflicts with the interests of the local authority.

Superannuation

A. Officers joining the Public Service after the 1st January 2013 will be required to join the Single Public Service Pension Scheme. A Class rate of PRSI contribution will apply. A rate of 3% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). This includes a contribution to a Spouse's and Children's Scheme.

OR

B. Officers who became pensionable officers of the Public Service prior to 1st January 2013 and who are liable to pay the Class A rate of PRSI contribution will be required to contribute at a rate of 1.5% of their pensionable remuneration plus 3.5% of the net pensionable remuneration (i.e. pensionable remuneration less twice the rate of State Pension Contributory (SPC). You will be required to contribute at a rate of 1.5% of your pensionable remuneration to the Spouses & Children's Pension Scheme.

OR

C. Officers who become pensionable officers of a Public Service prior to 5th April 1995 and who are liable to pay the Class D rate of PRSI contribution will be required to contribute at a rate of 5% of their pensionable remuneration. If an option to join a dependent scheme was made you will be required to contribute at a rate of 1.5% to a Dependents Pension Scheme.

Retirement

Holders of the post will be required to retire on reaching the age of 62 years. An extension beyond the age of 55 may be approved subject to annual compulsory assessment under the Occupational Health Scheme.

Holders of the post shall not engage in any outside occupation to such an extent as to impair his/her usefulness or energy for his/her official duties nor in any occupation which might conflict with the interest of their employing Authority or which would be inconsistent with their positions as employees of the Authority.

Performance Review

Where your performance is deemed unsatisfactory, it will be reviewed at 6 monthly intervals and more often if deemed appropriate, the matter may also be referred under the Disciplinary process if deemed necessary.

Minimum Notice

The periods of notice as laid down in the “Minimum Notice and Terms of Employment Act 1973 - 1991” shall apply.

Remuneration

Your remuneration is indicated below and as detailed in the 5GDS Agreement.

Annual Leave

Your annual leave entitlement is incorporated in the 5GDS Roster, as indicated and attached in Appendix A of that Agreement.

Sick Leave

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

Hours of Duty

The appointee will be placed on the 5GDS Roster.

Uniform

The appointee shall be required to wear a uniform supplied by the Authority in keeping with the Brigade Order.

Salary

CURRENT RATES OF PAY

1st point: € 1,252.18

Start date

The successful candidate will commence on direction from Directors of Service and/or Chief Executive. Should they fail to take up the appointment on direction, the council at its discretion may not appoint them.

Recruitment Process

All applications must be typed and the form filled out in full. Handwritten submissions will not be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process.

Short-listing

Where the volume of applications received exceeds that required to fill existing and future vacancies, and / or where it would not be practical to interview all applicants, Louth County Council reserves the right to arrange short listing of applications on the basis of information provided in the application form.

It is in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position under each competency where competencies are listed.

Short-listing does not suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. Short-listing may take the form of Desk-top Short-listing or a Preliminary Interview.

External persons may be requested to carry out short-listing on behalf of Louth County Council, e.g., an Interview Board or recruitment agency. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

Vetting

Garda vetting is required for certain roles within Louth County Council. Failure to complete a Garda vetting form on request may prevent your employment with Louth County Council. In the event of an unsatisfactory Garda declaration being received Louth County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Louth County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case-by-case basis.

The Interview

Candidates will be invited to interview by email; it is important that the email address and mobile phone number supplied in the application form is correct and in use. Dates, times and location of interview are subject to change at short notice.

Where possible, candidates will be informed of names of Interview Board Members in advance, however board members are subject to change up to and including the date of interview. Canvassing of Board Members will automatically disqualify candidates from the recruitment process.

Where candidates do not present or make themselves available at the time and location/format requested this will result in elimination from the competition.

Candidates will be required to pay any expenses incurred by them in attending the interview.

Panel

A panel may be formed on the basis of an interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panels, be appointed as appropriate vacancies arise.

After the Interview

Louth County Council will automatically advise you of the result of the interview. This may be done by email, phone, or on our website via a private candidate reference marking system. The marks awarded to you at interview by the Interview Board will be forwarded directly to you thereafter.

All documents relating to this competition will be retained on file for a period of 12 months following the expiry of the panel formed.

Period for acceptance of offer

Successful applicants will be allowed a maximum of one week following the written offer of employment to indicate whether they will/will not take up the position. If interested, they will be required to take up duty at the latest within four weeks of the date of offer or a mutually agreed later date.

If they fail to take up the appointment within such period or any longer period agreed, the local authority shall not appoint them.

Appeals Process

If a candidate wishes to appeal either a short-listing decision or a Selection Board decision, they must do so within **three working days** of the date upon which written notification to the unsuccessful candidate is issued.

The appeal must clearly state the alleged process and/or procedural flaw and should be emailed to recruitment@louthcoco.ie. The candidate is responsible for ensuring that the submission of the appeal is within the prescribed time limit. Within **2 working days** of its receipt, HR will evaluate the grounds of the appeal. If grounds for an appeal are not established, HR Management will notify the candidate in writing and no further action will be taken.

If it appears that there may be grounds for an appeal relating to the short-listing process, then HR Management will investigate the complaint further with the Chair of the Selection Board. If having reviewed the candidate's application, the Chair together with the other members of the Selection Board, may recommend a reversal of the original decision and determine that the candidate should be included in the shortlist. HR Management will notify the candidate and invite the candidate to interview and the recruitment process will continue.

Having reassessed the candidate's application, the Chair together with the other members of the Selection Board may decide that the original decision was valid. In these circumstances, HR Management will notify the candidate of the outcome of the review and the recruitment process will continue. There is no further right of appeal to a short-listing decision.

If it appears that there may be grounds for an appeal relating to the interview process, the recruitment process will be paused until the appeal process concludes.

Notes

CLOSING DATE FOR RECEIPT OF APPLICATIONS is at 4.30 p.m. on Friday, 22nd May 2026. Late applications will not be accepted.

Have you:

- Typed and completed your application form in full?
- Supplied correct and factual information?
- Submitted a copy of your driving licence?

DO NOT:

- Forward any certificates, references or CVs with the application form.
- Post hard copies of your application.
- Canvass any persons connected with Louth County Council or the Interview Board in relation to this post.
- Submit False or misleading information. This may lead to later termination of employment.

DO:

- Submit your application by email only to recruitment@louthcoco.ie and put **'Wholetime Sub Officer'** in the subject bar.
- Ensure you apply before the deadline of **4.30 p.m. on Friday, 22nd May 2026.**
- Check for response to emailed application and keep as proof of date and time of application.
- In the event of no response to your email application please contact the HR Section the next working day.

Louth County Council is an equal opportunities employer.

Canvassing will automatically disqualify.