

**Fire Prevention Officer**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Fire Prevention Officer  (Grade Code: 5497) |
| **Campaign Reference** | NRS14773 |
| **Closing Date** | Wednesday 18th of June 2025 12:00 PM |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There is currently one permanent whole-time vacancy available in Capital & Estates Department, HSE North West, St Conals Hospital, Letterkenny, Co Donegal.  A panel may be formed as a result of this campaign for **Capital & Estates Department, HSE North West,** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact Nicola McKenna, Estate Manager Fire Safety, Capital & Estates for further information about the role.  **Mobile:** 087 784 2676  **E-mail:** [nicola.mckenna@hse.ie](mailto:nicola.mckenna@hse.ie) |
| **Details of Service** | The HSE is responsible for the planning and delivery of health, social and personal services across the full range of care programmes in the Irish healthcare system.  The Healthcare estate is a key resource supporting the delivery of quality healthcare. Effective management of the estate is central to providing a quality and safe environment for both users and staff.  The HSE Capital & Estates function provides a range of professional, technical, project management, property, fire & safety and related services in respect of the procurement, development, operation and maintenance of the health service’s physical infrastructure – including buildings, plant and equipment.    These services include design, specification, project management, supervision and procurement associated with major and minor capital building and refurbishment works, infrastructural risk and asset management, property services, fire, health and safety issues, energy, and sustainability etc.  The HSE has 6 Regional Capital & Estates leads with 10 Local Capital and Estates Offices along with a Central Corporate office.  Ensuring value for money in respect of developing and operating the health estate is a key priority for the HSE.  The corporate Capital & Estates function has overall responsibility for developing and implementing relevant Estate policies, including the preparation and delivery of the HSE multi-annual Capital Plan. |
| **Reporting Relationship** | The post holder will report to the Estates Manager or other nominated person. |
| **Key Working Relationships** | Capital & Estates Senior Management  Capital & Estates Colleagues – locally & nationally  Acute & Community Service Colleagues  Design Teams  Building Contractors  Local Authority Fire Services  HIQA |
| **Purpose of the Post** | To provide risk management advice for the protection of staff, public and patients in relation to Fire Safety while ensuring that the organisation’s need to comply with legal and statutory obligations in relation to Fire Health & Safety Prevention is met. |
| **Principal Duties and Responsibilities** | Under the general direction and control of the Estates Manager, the Fire Prevention Officer will be responsible, in respect of such premises and locations as may, from time to time be assigned to them for the following*:*   * Regular inspections of buildings, means of escape and all fire-fighting equipment and ensuring that all such equipment is properly located, well-marked, in good repair and in good working order. * Reviewing and, as necessary, drawing up of fire orders, including evacuation schemes for the various types of building and institution, including schemes for evacuation of all persons with particular regard to mentally ill and non-ambulant patients and to draw up fire plans of all the HSE buildings and premises in area of responsibility * Regular and routine inspection of places, premises and equipment, which present a special risk of fire and reporting any breaches of the fire prevention code * Instruction of staff in each premises in: * Avoidance of fire hazards * Summoning of the fire brigade * Operation of the fire alarm and fire equipment, and means of escape * Curtailment of an outbreak of fire, pending the arrival of the fire brigade, prevention of smoke spread and evacuation of danger areas. * Arranging regular fire drills in each institution and ensuring that they are properly carried out * Monitoring, by having regular tests carried out, the water supply in all divisions of each institution, to ensure that it is of sufficient volume and pressure for firefighting purposes and reporting any deficiencies in this regard. Ensuring that all hydrants are clearly identified * Advising as appropriate regarding interpretation of Health Technical Memorandums, Fire Protection Standards and Building Regulations issued by the Government Departments and ensuring their implementation * Monitoring all means of escape to ensure that they are both safe and adequate and at all times, kept operative and clearly indicated. * Keeping proper records of all inspections, fires, evacuation drills, fire-fighting equipment and such other matters relating to his/her office as Fire Prevention Officer. * Reporting in writing, to the Estates Manager or other delegated Officer, at three-monthly intervals on the state of the fire prevention services in the HSE buildings and premises assigned to him/her. Also, report immediately all outbreaks of fire, breach of the fire prevention order and failure to perform fire drill at the HSE buildings and premises. If so directed, the Fire Safety Officer will make out an annual report on all aspects of fire and safety pertaining to the HSE property in there are of responsibility * Arrange to have the fire prevention work programmes implemented under the direction of the Estates Manager * Monitor and report on the management of Health Safety and Infrastructural Risk issues of the HSE Estate and projects * Assess the continuous professional training requirements for Estates staff in the area and advise the Estate Manager of the appropriate training courses and coordinating with the training providers on the course provided * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * Monitor the performance and implementation of the Estates Safety Management programme by regular spot checks, by analysis of safety audit reports and accident and incident returns. * Act as an information source and resource to management and staff on fire safety, general safety, health and welfare matters. * Advise, guide and participate in the risk assessment process/inspection within the area of fire maintenance and infrastructural risk. * Assist in the development of health and safety training programmes for maintenance staff which are to be harmonised throughout the HSE. * Advise on the suitability of equipment to reduce risks within the HSE, trying where possible to standardise products in consultation with the HSE Procurement Groups. * Report as required to managers and relevant committees on areas of fire and infrastructural risk where action is required. * Receive copies of accident reports relevant to their area of expertise, and action/investigate, if necessary. Providing accident investigation reports for accidents investigated. * Be a member of the HSE Integrated Quality and Risk committee, and where necessary be co-opted onto other groups as necessary. * Monitor and report on the health and safety performance of external contractors engaged on Construction related activity on HSE premises * Assist in the setting up and amendment of Emergency Plans. * Provide an input into planning the Minor Capital Programme in relation to Fire Safety by highlighting and prioritising essential works required.   ***Other Duties:***   * Co-operate with the Health Services Transformation Programme as required to carry out the duties of the post. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * Achievement of targets and plans and completion of agreed programme within allocated budget. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders * Develop good working relationships with other members of the team and with administrators of institutions in which maintenance staff are engaged   **The above Job 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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**   1. **Professional Qualifications & Experience** 2. Hold a HETAC level 7 qualification (NQF) in engineering, fire engineering, architecture, Health and Safety or Building Services/Building Survey.   **Or**   1. Hold an equivalent qualification.   **And**   1. Have two years’ experience in comparable Fire and Safety role.   **Or**   1. Be an existing employee in the Public or Civil Service prior to 1st October 2010.   **And**   1. Hold a FETAC level 6 qualification (NQF) in engineering, fire engineering, architecture, Health and Safety or Building Services/Building Survey.   **And**   1. Have four years’ experience in comparable Fire and Safety role. 2. Candidates must have the requisite technical knowledge and ability (including a high standard of suitability and managerial capacity) to discharge the functions of the post.   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Demonstrate depth and breadth of experience as relevant to the role including experience in the construction and maintenance of buildings or in the installation or maintenance of the mechanical, electrical and heating services of such buildings. * Demonstrate technical experience as relevant to the role including: * Fire safety risk assessment experience * Preparing/submitting fire safety certificate applications * Conducting fire safety training |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | ***Candidates must:***   * Demonstrate knowledge of the Fire Services Act 1981 & 2003. * Demonstrate knowledge of the Health Technical Memorandum relating to Fire Safety. * Demonstrate knowledge of the Building Control Act 1990 and subsequent amendments. * Demonstrate satisfactory knowledge and appropriate experience of Fire Precautions, Occupational Health and Safety welfare measures and procedures, standards and legislation appropriate to the health care sector. * Demonstrate a good knowledge of the construction and maintenance of buildings, equipment and services and building regulations. * Demonstrate a satisfactory knowledge and appropriate experience of fire precautions and health and safety measures related to construction, residential buildings, hospitals or other health care facilities. * Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money. * Demonstrate ability to manage deadlines and effectively handle multiple tasks. * Demonstrate effective communication and presentation skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning. * Demonstrate technical skills and ability appropriate to the post and the ability to motivate staff in fire prevention and safety measures. * Demonstrate awareness and appreciation of the service user. * Demonstrate leadership and team management skills including the ability to work with multi disciplinary team members. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, Powerpoint, Email and Internet as a research tool. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Fire Prevention Officer**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is: as at 01/03/2025  €53,370, €56,210, €59,071, €61,215, €63,369, €65,520, €67,671, €69,825, €71,975, €74,117, €76,227, €78,424, **€80,899, €82,107 LSIs**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)