



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

Candidate Information Booklet

(PLEASE READ CAREFULLY)

Temporary Posts of Senior Beach Lifeguard Beach Lifeguard

★ Ardmore ★ Bonmahon ★ Clonea ★ Dunmore East ★ Tramore ★

Closing Date : 4.00pm, Thursday, 16th March 2023

WATERFORD CITY & COUNTY COUNCIL

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Temporary Post of Senior Beach Lifeguard & Beach Lifeguard for Bathing Season 2023

THE COMPETITION

Waterford City & County Council is currently inviting applications from suitably qualified persons for the above competitions. Waterford City & County Council will, following the recruitment process, form 2 panels for the post of Temporary Senior Beach Lifeguard & Temporary Beach Lifeguard from which future relevant vacancies may be filled for the Bathing Season 2023.

Candidates will be required to undergo a practical test in resuscitation, swimming ability and rescue techniques together with a written test. Successful candidates at the test will be invited to attend for interview. Candidates will also be required to attend a compulsory pre-employment briefing session and any further training as set out by the Council. Each candidate will be liable for any expenses incurred by him/her in attending the test and/or interview as applicable.

The employment is fixed term, part-time and non-pensionable and is for the Summer 2023 season only.

Please see Important Dates at the end of this document.

DUTY

The duty of the Beach Lifeguard is to provide supervision of activities at public bathing areas in Waterford in order to prevent drowning and other water related incidents and to provide emergency rescue service where required. Please note Waterford City & County Council will assign successful candidates to a nominated beach and reserve the right to re-assign you to any beach during the period of your employment. A list of duties will be provided as part of your pre-employment briefing session.

Your normal hours of work will be from 11a.m. to 7p.m., **5 days per week inclusive of Saturday, Sunday and Bank Holidays (Hours subject to change)** with a one hour for lunch daily. You will be required to present at 10:00 am one morning per week to facilitate training and up-skilling.

The following employment options are offered under separate contracts, applicants **should be available** for the entire period indicated under each option.

June Weekends	3, 4 & 5/ 10 & 11/ 17 & 18 / 24 & 25 June
July & August	Full time from the 1 July to 31 August
September Weekends	2 & 3 September and 9 & 10 September

Successful candidates may be required to undertake other duties from time to time, such duties being reasonably consistent with the position of lifeguard.

Section 2(2) of the Unfair Dismissals Act, 1977 shall not apply to your dismissal on the expiry of this contract of employment, should it not be renewed nor to your prior dismissal on grounds of unsatisfactory service etc., should that circumstance arise.

CHARACTER

Candidates shall be of good character and comfortable in a role with such responsibility as that of a Senior/Beach Lifeguard.

AGE

Beach Lifeguard Applicants shall be not less than 18 years of age on the day previous to commencing duty i.e. Friday 2nd June 2023 or Friday, 30th June 2023.

Senior Beach Lifeguard Applicants must have been employed as a Beach Lifeguard for a minimum of 2 bathing seasons.

Birth Certificate must be presented at application stage.

QUALIFICATIONS

In order to be considered for employment applicants must submit a current Irish Water Safety National Beach Lifeguard Award or equivalent as recognized by the International Lifesaving Federation (I.L.S.) or submit written confirmation that you have recently passed and are awaiting the Beach Lifeguard Award Certificate by no later than Friday, 2nd June 2023. Certificates must be valid for the entire period of employment.

Additional Marks will be awarded to the Applicant if they hold any of the following additional relevant Qualifications, Certificates must be provided at Application Stage:

- Cardiac First Responder/Occupational First Aid or Equivalent (PHECC)*
- Emergency First Responder
- Boat/Kayak Competence Qualification (Irish Canoeing Union)
- IWS Surf Rescue Boat Driver Qualification
- Surf Rescue Boat Crew

** Pre Hospital Emergency Care Council*

Candidates must have a thorough knowledge of resuscitation including Cardio Pulmonary Resuscitation and will be required to display a proficiency in resuscitation, swimming ability and rescue techniques in a practical test. Waterford City and County Council will not be responsible for the payment of any expenses incurred by the candidates in presenting themselves for this practical test. All successful candidates will be required to undergo an interview.

The elements of the test are outlined below. Candidates must achieve a PASS in all Sections.

Section A General/ Skills — Candidates must achieve 50% in this Section

- (a) General aspects of safe Lifeguarding (Written Paper)
- (b) Practical BLS Skills

Maximum Mark for (a) and (b)

(60)

Section B Rescue Skills – Maximum Mark (60)

Test Item 1 – Run, Swim, Run

- 100m run, 200m swim from knee depth water & 100m run.
Fins can be used for this test item.

To be completed in not more than 8 minutes, ***If a Candidate's timed swim is outside of 8 minutes, he/she fails Test Item 1.***

Marks out of 60 from 6min 10sec to 8 minutes = 60 marks down to 5 marks. (See table for times and markings)

Test Item 1 Marking Scheme			
Time Limit (mm:ss)	Mark	Time Limit (mm:ss)	Mark
6:10	60	7:10	30
6:20	55	7:20	25
6:30	50	7:30	20
6:40	45	7:40	15
6:50	40	7:50	10
7:00	35	8:00	5

RESCUE SKILLS

Test Item 2 : Canbuoy/Rescue Tube Tow - Maximum Mark (20)

- Rescue a conscious casualty 100m from waist deep water using canbuoy/rescue tube and return to shore
- Do not clip on casualty (casualty to hold onto canbuoy/rescue tube)
- To be completed in not more than 7 minutes
- Casualty should not kick while being towed
- Rescuer must tow the casualty (tension should be maintained on rope during tow)

Note: Those finishing outside 7 minutes will be deemed to have failed this item.

Test Item 3: Board/Rescue Ski Paddle – Maximum Mark (20)

- Paddle out and around a buoy 200m from waist deep water using a Rescue board or Ski
- If candidate falls off they will be allowed repeat the full item.
If they fall off a second time they will have failed this item of the test.

Please Note:

Total Mark for Section B is 100.

Candidates must score 50% or more AND be within time limits specified above to pass Section B

Each Candidate for the position of **SENIOR BEACH LIFEGUARD** must have the following essential criteria:

- Have at least 2 years prior experience as a Beach Lifeguard in full season employment. Experience should include the performance of rescues, first aid treatment and dealing with the public in difficult situations in relation to Senior Beach Lifeguard.
- and;**
- Be capable of demonstrating a high level of skills and knowledge associated with operation of a Beach Lifeguard service.
 - Be capable of organising the operation of a Beach Lifeguard service on a Beach.
 - Be comfortable in the capacity as a mentor for Beach Lifeguards and be prepared to train them to the standards set out within the operating procedures on their assigned Beach.
 - Have past experiences in a leadership role.
 - Demonstrate good communication and interpersonal skills.

- Possess further qualifications relevant to Beach Lifeguarding such as Occupational First Aid, VHF Radio, Rescue Boat etc.,.

Original Certifications must be presented at application stage.

In addition, the key Competencies for the posts include the following and candidates will be expected to **demonstrate sufficient evidence** of competence under each of these at Interview and must achieve at least 50% of marks in each to be considered for employment:

- Communication/Interpersonal Skills
- Initiative/Judgement/Motivation
- Knowledge & Understanding of Job/Awareness of Work Environment/Health & Safety

Appointments will be made in order of merit from the combined results.

GARDA VETTING

The Garda Vetting process will be carried out in respect of all applicants and the Garda Vetting Form must be completed and returned with the application form by every candidate. Parent/Guardian consent form should only be completed in respect of candidates under the age of 18 at the time of application.

RECRUITMENT

Candidates will be required to display a proficiency in resuscitation, swimming ability and rescue techniques in oral and practical tests. Waterford City and County Council will not be responsible for the payment of any expenses incurred by the candidates in presenting themselves for this practical test. All successful candidates will be required to undergo an interview. Appointment will be made in order of merit from the combined results.

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 as a Beach Lifeguard. Candidates must be free from any defects or diseases, which would render them unsuitable to hold the position and be in a good state of health.

All candidates will be required to submit a Medical Report at the time of application at their own expense.

RATE OF PAY

Successful candidates will be paid fortnightly by means of a credit transfer to a financial institution, statutory deductions will be made as appropriate. The current rate of pay applicable to the post is as follows;

Senior Beach Lifeguard: €619.96 per week based on a 35 hour week.
Beach Lifeguard: €533.53 per week based on a 35 hour week.

SUNDAY WORKING

Successful candidates will be required to work Sunday as part of their employment contract and in accordance with Section 14(1) of the Organisation of Working Time Act 1997, the fact of you having to work on that day has been taken into account in the determination of your pay

ANNUAL LEAVE

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

SICK LEAVE

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

REPORTING ARRANGEMENTS

Beach Lifeguards will report directly to the Water Safety Development Officer or to such other person as may be determined by the Council from time to time.

PERFORMANCE REVIEW

Performance Review will be carried out during the period of employment. The performance review will be taken into consideration for any returning applications the following year.

CESSATION/TERMINATION OF EMPLOYMENT

This temporary, fixed term employment shall commence and cease as per the dates outlined of the Bathing Season of the year in question.

However, notwithstanding that this is a temporary fixed term contract, Waterford City & County Council reserve the right to terminate your employment if you are unable to perform the work for which you are employed as a result of incapacity, incompetence or misconduct, unsatisfactory service or attendance etc.,. In the event of such a termination, the Council undertakes to give you one week's notice or, at the discretion of the Chief Executive, pay in lieu of notice. No notice will be given in circumstances justifying immediate termination of your employment. The appropriate period of notice set down in the Minimum Notice and Terms of Employment Act 1973-2001 will apply.

Section 2(2) of the Unfair Dismissals Act 1977 shall not apply to your dismissal on the expiry of this contract of employment should it not be renewed nor to your prior dismissal on grounds of unsatisfactory service etc., should that circumstance arise.

Likewise, should you decide to leave the employment, you are required to give one week's notice in writing.

Nothing in this agreement will prevent the giving of a lesser period of notice by either party where it is mutually agreed.

CONFIDENTIALITY

You shall not discuss or disclose any information of a confidential nature relating to Waterford City & County Council or its business or in respect of which the Council owes an obligation of confidence to any person during or after your employment in the proper course of you employment or as required by law.

COUNCIL RECORDS/PROPERTY

You shall not remove any records belonging to the Council from the Council's premises at any time without proper advance authorisation. You will return to the Council upon request and in any event upon the termination of your employment all records and property belonging to the Council which are in your possession or under your control.

CODE OF CONDUCT

You will be expected to abide by the staff rules, codes of conduct and dress as laid down by Waterford City & County Council.

GRIEVANCE & DISCIPLINARY PROCEDURES

Waterford City & County Council and the main negotiating unions have agreed a procedure for dealing with grievance and disciplinary matters which will apply to your employment.

ETHICS

You are expected to adhere to codes of practice and ethical matters as laid out in legislation through the Local Government Act 2001 and through other legislative enactments or regulations with relevance to the duties for which you are employed.

EQUALITY

Waterford City & County Council is committed to a policy of Equality of Opportunity in its employment practices and has a positive action programme in place to realise this policy. Waterford City & County Council is also committed to the maintenance of a working environment free of all forms of harassment including sexual harassment and

harassment on the grounds of gender, marital status, family status, age, religion, race, disability, sexual orientation and membership of the traveller community.

GOVERNING LAW

The contract of employment shall be interpreted in accordance with the laws of Ireland. Please note that statutory instruments governing employment legislation and any changes made therein may supersede the terms of this contract.

SAFETY & WELFARE

The holder of the post shall co-operate with the terms of Waterford City & County Council's Safety Statement and Major Emergency Plan. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

TRAINING

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

POLICIES & PROCEDURES

The post-holder will be expected to abide & adhere to the policies & procedures applicable to Waterford City & County Council. These include but are not limited to:

- Code of Conduct for Employees
- Attendance Management Policy & Sick Leave scheme
- Grievance & Disciplinary
- Performance Management & Development System
- Confidentiality
- Information Communications & Acceptable Usage Policy and Social Media Policy

CANVASSING

Any attempt by a candidate himself or herself or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any member of the staff of Waterford City & County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

IMPORTANT DATES TO NOTE

Closing Date for completed Applications & Supporting Documentation	4.00pm on Thursday, 16 th March 2023
Practical Test	Saturday, 8 th April 2023 in Tramore
Interview Dates (Times will be allocated)	To be arranged via MS Teams
Pre-Employment Briefing Session	Saturday, 15 th April 2023 in Tramore
Health & Safety Training	To be arranged



DATA PROTECTION (RECRUITMENT)

BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

The basis for processing your personal data is to progress your application for the position you have applied for with Waterford City & County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

SHARING OF INFORMATION

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

STORAGE PERIOD

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Waterford City & County Council will not be able to progress your application form for the competition.