



POSITION DESCRIPTION

ASSISTANT AREA MANAGER

NATIONAL URBAN FIRE MANAGEMENT

Job Number: 11005
Business area: Regional Management Team
Location: Wairarapa
Reports to: Area Manager
Version date: April 2012

ORGANISATION CONTEXT

Fire and Emergency New Zealand is a Crown Entity established on 1 July 2017 under the Fire and Emergency New Zealand Act 2017. The role of our new organisation is to reduce unwanted fires, respond to structural and vegetation fires and other emergencies including motor vehicle crashes, medical emergencies, hazardous substance related incidents, natural disasters and support increased community resilience.

Our new, unified organisation provides a fire and emergency service that delivers for communities, and the firefighters who serve them, now and in the future.

POSITION CONTEXT AND PURPOSE

The focus of a geographical Fire Region is on reducing the incidence and consequence of fire by providing superior operational management and fire safety and fire prevention services.

It is the responsibility of the Assistant Area Manager to work in this context and bring superior strategic management and command experience to the task of achieving the reduction and management of this risk to the New Zealand public.

To manage paid brigades within a specific geographical Area to ensure effective delivery of core fire services and that the work of the brigades contributes to a reduction in the incidence and consequence of fire.

To co-ordinate across paid and volunteer brigades within an Area to ensure effective delivery of core fire services, ensuring compliance with statutory obligations under Fire and Emergency New Zealand Act 2017 and other relevant legislation.

To fulfil the statutory role of Deputy Chief Fire Officer, as defined under the Fire and Emergency New Zealand Act 2017 for specific assigned Fire Districts.

To contribute to the effective, efficient and economical management of the operations and administration of the Fire Area, the achievement of Area Business Plan objectives, the incorporation of Fire and Emergency New Zealand objectives in all aspects of operations and administration within the Area, and the operational co-ordination of the Fire and Emergency New Zealand resources within the Area.

SCOPE OF JOB

Financial delegations: tbc
Staff responsibility: tbc

KEY ACCOUNTABILITIES & DELIVERABLES

The job holder is responsible for delivering results in the following areas:

Contribute to the effective management of the Area's human, financial and physical resources

- Implement effective strategies for ensuring Stations always have available to them sufficient staffing, appropriately skilled and qualified, to achieve core objectives and outcomes.
- Contribute to the development and effective management of budgets to achieve core objectives and outcomes, identify opportunities to minimise costs and more effectively use the financial resources available.
- Ensure physical resources are appropriately maintained to retain value and ensure operational readiness at all times
- Ensure all statutory obligations, legislation and Fire and Emergency New Zealand policies are fully understood and complied with within the area of responsibility.
- Implement and manage strategies in respect of risk identification and reduction.

Lead Station business planning processes

- Contribute to the development of Area strategic action plans, aligned with regional and organisational strategic objectives, focused on achieving a reduction in the incidence and consequences of fire, and mitigating risk identified from the fire region's risk profile.
- Translate organisational strategic objectives and Area strategic action plans into specific Station business plan that directs all Station activities towards achieving a reduction in the incidence and consequences of fire.
- Analyse the fire risk profile for specific geographical areas within area of responsibility and establish within business plans risk management actions aimed at mitigating known fire risk to acceptable levels.
- Monitor and report progress towards achievement of Station business plans, taking corrective action when progress is not sufficient to achieve goals and objectives

Undertake and/or provide direction for all aspects of HR management of paid staff within the Area

- Set and communicate standards of performance and achievement and ensure an environment is created where these standards are met.
- Ensure all Human Resources policies and procedures are adhered to.
- Provide coaching, feedback and support to enable staff to achieve high levels of performance.
- Ensure early and successful resolution of disputes, grievances and performance issues.
- Ensure resources are allocated to meet work volumes.
- Ensure the Area's human resources are managed in the most efficient and cost effective way.

Establish effective relationships with volunteer brigades within the Area and ensure effective co-ordination occurs between paid and volunteer brigades in the overall delivery of core fire services.

- Liaise with and maintain effective relationships with Volunteer Chiefs' and their brigades.
- Actively promoting the unity of Fire and Emergency New Zealand by facilitating regular dialogue and interaction between career firefighters and volunteer brigades.
- Identifying and promoting opportunities for greater collaboration between paid and volunteer brigades.

Contribute to the development of national and regional programmes and initiatives

- Participate as an active member of national and regional project teams and working groups to contribute operational expertise and knowledge to the development of new initiatives and programmes.
- Proactively manage organisational changes effected via such initiatives as SMS, Business Excellence, TAPS, etc

Assume active operational control of fire and non-fire incidents at which Fire and Emergency New Zealand resources are involved and warrant the attention of the Assistant Area Manager

- Command and manage incidents making optimum use of available resources
- Command or support multi-agency emergency incidents utilising the CIMS process

Establish effective practices and controls to ensure compliance is maintained with internal operational and safety standards within area of responsibility

- Ensure the brigades within your area of responsibility are maintained in a state of operational readiness at all times
- Establish a programme of regular operational readiness and safety audits to achieve assurance that staff are appropriately skilled, able to respond to incidents in an effective manner, and at all times adhere to safety standards.
- Monitor the outcome of such audits and take corrective action where required to ensure compliance is maintained with internal operational and safety standards

Contribute to the provision of a safe and healthy working environment

- Maintain knowledge of the organisation's safety and wellbeing national policies, and ensure compliance with these policies is maintained at all times.
- Actively promote the principles of Fire and Emergency New Zealand's safety and wellbeing policies.
- Ensure that a safe and healthy working environment is maintained for staff and visitors on site, with particular emphasis on ensuring that all identified hazards are controlled, accidents and near miss incidents are managed, and employees are appropriately trained and supervised.
- Monitor the completion of all occupational health and safety records and documentation for staff training, accidents, near misses, accident investigation, hazard management and health and safety goals and objectives.
- Manage the rehabilitation of employees and agree to participate in own rehabilitation should an injury be sustained.

SAFETY, HEALTH & WELLBEING - RESPONSIBILITIES

- Understanding, and leading by expectation and example, your duty of care for safety, health and wellbeing in relation to Fire and Emergency New Zealand personnel, workplaces and work activities under your influence and control
- Managing to specific requirements of leaders as set out in the Safety, Health & Wellbeing Policy for Fire and Emergency New Zealand.

KEY RELATIONSHIPS

Internal

- Area Managers
- Assistant Area Managers
- Chief Fire Officers – Volunteer Districts
- Operational Staff
- Regional Management Team
- Specialist and Administrative Staff within Regions
- National Headquarters Staff and Managers

QUALIFICATIONS, ATTRIBUTES AND EXPERIENCE

Suitable candidates will possess the following skills/attributes:

Essential

- Proven experience in managing staffing and resources
 - Significant Fire Command and Control experience
 - Sound technical and practical skills in the management of fire risk
 - Effective interpersonal, communication and consultative skills
 - Understanding of the various organisational cultures i.e. values and beliefs held by career, volunteer, rural, uniformed and non-uniformed staff
 - Demonstrated ability to display leadership and direction in a complex and challenging environment
 - Excellent understanding and knowledge of health and safety legislation and a demonstrated commitment to best practice health and safety standards in the workplace.
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MANAGER: Develops and leads implementation strategies to achieve organisational objectives.

SELF

1. Demonstrates a high-level of self-awareness, analyses own performance; identifies strengths and development needs.
2. Learns and reflects on how own behaviours and work style impact on others and on work tasks.
3. Actively seeks feedback from key internal and external stakeholders, peers and direct reports and acts upon it.
4. Sustains effort despite setbacks; maintains momentum in functional area and continues to move forward.
5. Maintains an optimistic outlook in challenging situations; retains focus on functional strategies and overcomes significant barriers and obstacles.
6. Makes decisions and acts for the best interests of the functional area.

INFLUENCE

1. Obtains support of executive and motivates and empowers direct reports to accomplish strategic goals.
2. Clearly communicates organisational objectives and desired outcomes for the functional area.
3. Communicates skilfully and gains the trust of others.
4. Models behaviours that are consistent with the values and practices of the organisation.
5. Shares information with the functional area and puts strategies into place to help personnel to adapt change.
6. Drives the organisational vision, values and practices within the functional area and focuses efforts towards the achievement of common objectives.

ETHICS

1. Makes decisions within functional area without favouritism or bias.
2. Promotes and models ethical behaviour consistent with organisational values and code of conduct.
3. Leads by example and maintains a high level of professionalism and impartiality; expects and encourages team and colleagues to apply the same high standards.

RELATIONSHIPS

1. Builds a diverse range of relationships internally and externally; identifies shared agendas and uses these to develop mutually beneficial outcomes.
2. Establishes, uses and maintains external and internal networks to achieve work outcomes.
3. Identifies the internal and external politics that impact on the work of the organisation; understands and manages contentious political issues.
4. Actively promotes and communicates the organisational role in advocacy campaigns and programmes.

STRATEGY

1. Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints.
2. Understands how cultural, social, historical and political factors affect the organisation.
3. Engages in high level critical thinking to identify the links and connections between complex issues.
4. Makes judgements in weighing up options and developing realistic solutions; develops options and thinks through contingencies to manage strategy.
5. Champions organisation's vision and goals; unifies functional area with strategic directions; integrates new strategies with existing organisational programmes.
6. Understands the need to see the 'big picture' and recognises how relationships and processes fit within it.

PEOPLE

1. Trusts people to perform.
2. Promotes cooperative and collaborative effort.
3. Allows for the inclusion and acceptance of a broad range of viewpoints.
4. Acts as a mentor and identifies and nurtures talent.
5. Gives timely recognition and feedback on performance and deals constructively with performance problems.
6. Works with team members to establish performance objectives.
7. Recognises potential conflict and takes appropriate steps to manage and defuse a situation before it escalates.

RESULTS

1. Implements organisational services and processes to improve efficiencies and achieve a unified focus on clients.
2. Makes sound decisions and works effectively in uncertain situations.
3. Drives a culture of achievement, fosters a quality focus in the organisation and accepts accountability for outcomes.
4. Responds flexibly to changing organisational, government and community expectations while maintaining a focus on the end objectives.
5. Values and integrates professional expertise into the organisation and utilises knowledge within the organisation and consulting externally.

