

C O N F I D E N T I A L



Seeking Your Feedback and Views On

**Proposed Changes To The Position Description
For Current Fire Safety Positions To
Reflect Current Reality, The Changing
Environment, and The Shifting Focus
Of Fire Risk Management Activities
Within The New Zealand Fire Service**

Contents:

Purpose of this paper	3
Reasons for Proposed Changes.....	3
The Need for Changed Position Descriptions	5
Proposed Changes.....	6
Enhanced Career Structure	7
Enhanced Training Opportunities	7
Providing Your Feedback	7
What Happens Next	8
Appendix A.....	9
Revised Position Descriptions:.....	9
Appendix B.....	20
Feedback Form	20

D r a f t

Purpose of this paper

The purpose of this paper is to create discussion and seek feedback on proposed changes to the position description for current fire safety positions, and outline proposals for an enhanced career structure and training opportunities for fire safety staff. The proposed changes to the position description are designed to reflect the changing external environment within which the New Zealand Fire Service operates with respect to fire safety and fire risk management. It is also recognised that the fire safety role has changed over recent years without any corresponding changes to the position description, so the proposal reflected also attempts to capture current reality with respect of these roles.

The paper discusses a number of the environmental changes that have occurred, or are occurring, in relation to fire safety and fire risk management, and their impacts on the current fire safety roles. We are also very interested in your views on the impacts and implications of these environmental changes and how they are currently being reflected in any changing focus for fire safety roles, and any other factors that have or will influence the fire safety roles in the foreseeable future.

It is important to note that the proposed position description is more of a shift in focus than any substantive or significant change, and in many cases reflects current reality in relation to fire safety and fire risk management. However, the recent legislative changes to the fire Safety and Evacuation of Buildings Regulations means there is an opportunity to focus more effort and time on business liaison and education activities, the provision of specialist technical advice to other fire service personnel, and fire safety promotion and community education.

There is no impact on existing fire safety staff other than a revised position description (once finalised). There are no changes to overall staffing numbers and no substantive changes to current positions. Additional development opportunities will be provided to staff to assist them with the changing focus of the role and the greater emphasis on specialist technical advice and business liaison and education activities.

Reasons for Proposed Changes

Overview

There are a number of reasons why the way we approach fire safety has changed, is changing, and will continue to change, giving rise to the need to consider the content and focus of our current fire safety position descriptions. These are:

1. Centralisation of work carried out under new Fire Safety and Evacuation of Buildings Regulations, changing the nature of the Regional fire safety work carried out in relation to buildings;
2. Recent fire safety internal audit report: highlighting opportunities to enhance the work of fire safety;
3. The desire to make fire prevention a viable career option within the NZFS.
4. The number of vacancies that currently exist within Fire Safety and the benefit of reviewing needs before deciding how to fill those vacancies;

1. *New Fire Safety and Evacuation of Buildings Regulations*

The existing NZFS fire safety structure reflects a set of historical responsibilities with respect to the Fire Safety and Evacuation of Buildings Regulations. Significant changes occurred to these regulations in 2006. The changes largely removed the ability to inspect a building before a scheme is approved, and required a scheme to be approved or declined within a maximum of 20 days. As these changes have been analysed, a decision has been taken to centralize the processing of all schemes into the Central Processing Unit (CPU) within the fire engineering team in Auckland. This team already provides advice to councils on building designs, and locating the evacuation scheme processing here provides for consistency in dealing with buildings and allows ready monitoring of the timeframes within which the organisation responds requests for both types of response.

As the CPU takes over this work from the Regions during 2008, this provides a timely point to review our needs moving forward. Overall, the amount of time the organisation now needs to invest in the processing of evacuation schemes decreases under the new regulations. So there is an opportunity for regional fire safety work to shift its focus within the broader fire risk management role.

2. *Audit Report Review*

In December 2006, an internal audit was performed on the fire risk management function in the NZFS. The audit found that improvements were needed across the Fire Risk Management function. The findings are very wide-ranging and identified opportunities to further enhance fire risk management activities through more focused activity, improved technical knowledge and better business planning. This report identified opportunities to make shifts in focus in fire safety roles to better support the fire safety and fire risk management component of NZFS's role.

Some of the key findings of this audit in relation to areas for improvement were the need for:

- Greater consistency in managing the Fire Service approach to risk management in buildings, including improved policies and procedures
- Greater peer review and supervision at local level of advice offered to the public, to ensure it is in line with best practice
- Enhanced training across all fire safety personnel to build greater understanding and expertise in risk management techniques
- A national focus for fire safety personnel

3. *Fire Safety to be a viable career option within New Zealand Fire Service*

NZFS wishes to ensure that Fire Safety is a valuable and challenging career option. There is not currently any career structure for fire safety roles in any region other than Auckland – this is the only region with senior fire safety officers.

We also need to develop more of a culture where movement in and out of fire safety roles is seen as a positive career move.

4. *Existing Vacancies*

There are currently a number of vacancies in the Fire Safety Officer positions, seven across the Regions. NZFS policy (memo from Mike Hall to the SMT dated 8 May 2006) indicates the benefit of reviewing a vacant position before it is advertised. This is to assist in ensuring that the current and future needs of the NZFS are met by questioning whether roles and the appointment of any candidates reflect our changing needs.

The Need for Changed Position Descriptions

Fire Safety within the NZFS is made up of the following functions:

- (i) Provision of fire risk management services to public (including community education, FAIP and building safety advice)
- (ii) Assisting operational crews to plan and deliver fire risk management services to the public
- (iii) Processing of evacuation schemes
- (iv) Specialist fire investigation

The current structure has been in place since approximately 1997

Since then, a number of incremental changes have occurred to reflect the changing needs of the organisation. These have included:

- (I) The role of Director Fire Risk Management was created in 2004 to provide high level strategic advice to the Chief Executive;
- (II) Creation of Manager Fire Safety Integration rôle reporting to the Director Fire Risk Management in 2004 (now replaced by Principal Fire Risk Management Advisor) with a focus on management of fire safety knowledge within the organisation;
- (III) Merging the regional Fire Engineers into a single fire engineering team under the Director Fire Risk Management in 2004;
- (IV) Merging the fire engineering, promotions and Maori liaison aspects of fire risk management under the Director Fire Risk Management in 2007;
- (V) The creation of a centralised CPU team to process evacuation schemes as part of the fire engineering team in 2007;
- (VI) Creation of Manager Fire Investigation and Arson reduction in 2007.

Apart from these changes at national level, regional fire safety position descriptions have been largely unchanged in this time.

The current position descriptions need to be reviewed to ensure that the focus of these roles across the full range of fire risk management activity is appropriate for our current and future environment. The full range of fire risk management activity includes:

- Fire Safety Promotion

- Community Education
- Business Liaison and Education
- Fire Investigation
- Technical advice and training to other fire service personnel

The current position descriptions include a strong focus on compliance work (which no longer exists because of the changes to Regulations identified earlier), as well as a focus on Fire Safety Promotion and Community Education. There is little or no focus on Business Liaison and Education, or on Fire Investigation.

All of the fire risk management (fire safety) roles are leadership/guidance positions. As operational staff take up increasing amounts of proactive work, they will need guidance, advice and assistance that will be provided by the fire risk management advisors. More of a structure is expected to emerge in fire risk management, with opportunities to progress and to specialise. Local management can vary the emphasis within each fire risk management position to suit risk in the local community.

The work being undertaken by some positions is rapidly changing already as the centralisation of processing of evacuation schemes removes this formerly time-consuming task to the CPU. This frees up individuals to undertake alternative roles that are more focussed on the real risks in their communities. There will be roles, depending on the locality, that are still focussed on dealing with buildings. But these roles will address the management and the occupancy of the buildings rather than being focused on compliance issues. The focus will be on persuading and influencing skills, and training will be given to allow individuals to make the transition.

Proposed Changes

There are many position descriptions covering the existing fire safety and senior fire safety roles across the country. Some include areas of specialisation: others are more generic. I propose to have a single position description that covers the duties of someone involved in any aspect of fire risk management. This allows consistency across the country, but also allows flexibility, as people can move into different areas of activity as required by the risk presented in their local area.

The proposed changed job descriptions for the current Fire Safety Officer and Senior Fire Safety Officer roles are attached as Appendix A. As you will see from these drafts, they encompass most responsibilities of the current fire safety officer roles, with increased focus on community education, and business liaison and education. Most existing Fire Safety staff will find that this position description is similar to the one that they already have and the work that they are currently doing; others may find it somewhat different. As detailed earlier there is also greater emphasis on some elements in the current position description and reduced emphasis in others. You will also note that a title change is proposed as well – to Fire Risk Management Advisor or Senior fire risk Management Advisor

Enhanced Career Structure

One of the reasons for proposing these changes is to move towards providing more of a career structure for fire risk management staff within NZFS. Currently, senior Fire Safety Officer roles only exist in Auckland. We are interested in your views on how more of a career structure could be provided, potentially through wider use of the senior role, or through other means. Key to this discussion will be working out mechanisms on how to better integrate the fire risk management and operational parts of the business, so that people can move more readily into management roles from fire risk management positions. Your ideas on this are sought, including the key differences you would see between the core fire safety role, and a more senior role, and how the senior role could be used in other regions.

Enhanced Training Opportunities

The proposed position descriptions have greater emphasis on management of risk in the community, and with and through building owners and occupiers. They also have a strong emphasis on the provision of specialist advice to other Fire Service personnel. For this reason they rely on high levels of influencing skills, and increasing technical knowledge and expertise. One of the opportunities identified by participants at the fire risk management conferences is that they wish to see greater opportunities for personal development and specialisation in the fire risk management roles. Individual assessments and development plans will be put in place for each Fire Risk Management Advisor and Senior Fire Risk Management Advisor. The plan will be implemented in consultation with the individual's manager to ensure that they get the training and experience required to be able to deliver risk management in the community in the most effective way. Sufficient funding has been set aside to ensure that the training needs identified can be appropriately addressed.

Providing Your Feedback

The proposals noted above are designed to encourage ideas and discussion. I am looking for the input of fire safety personnel throughout the country to ensure that the proposed new position descriptions accurately reflect current reality, but also shift the focus of the roles to where they need to be for the future given the environmental changes discussed. There may also be other environmental factors we need to take into account when shaping up the new positions descriptions, so your feedback on that would also be valuable.

The specific areas feedback is sought on are:

- Changes in our external and internal environment that impact on our fire safety and fire risk management role
- Ways to enhance the career structure for fire safety and fire risk management staff
- The revised position description – particularly the key responsibilities and the increased emphasis on community education and business liaison and education

- The range of training that will be important in fulfilling the shifting focus of fire safety roles

You are also welcome to provide feedback on any other aspect of this document, or fire safety and fire risk management within NZFS more generally.

To provide feedback please send your thoughts to me either via e-mail or hard copy. If you wish to provide feedback by e-mail anonymously, please email your comment to Fa'a Parsons who will forward it to me after removing the identification. A feedback form has been provided in Appendix B, which you can use to provide your feedback however it is not necessary to use this form.

Your feedback needs to reach me by Monday 28 July.

What Happens Next

Once I have reviewed and considered all of the feedback, I will make any relevant revisions to the position description, which will then be finalised. The finalised position description, along with any decisions made in relation to career structures and training opportunities, will then be made available to all fire safety staff. Discussions with unions representing fire safety staff, and individual fire safety staff not represented by unions, will then occur to incorporate the new position description into the terms and conditions of employment of fire safety staff. I anticipate that this will occur during August.

Yours sincerely

Paula Beever
National Director Fire Risk Management

Appendix A

Revised Position Descriptions:

- Fire Risk Management Advisor
- Senior Fire Risk Management Advisor

Draft

NEW ZEALAND FIRE SERVICE

POSITION DESCRIPTION & PERSON SPECIFICATION

Job #:

Job Title: Fire Risk Management Advisor

Business Area:

Location:

Reports To:

Date:

Position Context

The core business of the New Zealand Fire Service is the reduction in the incidence and consequence of fire and other emergencies, which threaten life and property.

The focus of Fire Regions is on working in partnership with communities to provide superior management of the fire risk and as a result provide protection to the New Zealand public from fire and other emergency situations.

It is the responsibility of the Fire Risk Management Advisor to work in this context, and assist the region to deliver superior fire risk management education programmes and technical support and advice, with the aim of reducing the incidence and consequences of fire to the New Zealand public.

Vision, Mission and Values

Our Vision: *Working with communities to protect what they value.*

Our Mission: *To reduce the incidence and consequences of fire and to provide a professional response to other emergencies.*

Our Values:

- Serving our Communities
- Integrity
- Adaptability
- Skill

Position Purpose

The role of the Fire Risk Management Advisor is to provide support and advice to Fire Districts. The position operates in three distinct areas:

- Coordinate the delivery of fire risk management programmes to the public, in accordance with the risk-based national Fire Safety Promotions Plan, and assist the region to identify community fire risk and deliver targeted promotional programmes,
- Advise district businesses on demand on all matters related to fire risk management and conduct inspections of buildings as appropriate; and
- Provide quality technical support and backup to fire investigations undertaken by operational officers, and undertake fire investigations as required.

The balance among these three elements in a specific Fire Risk Management Advisor role may vary, depending on local requirements.

Key Responsibilities

The Fire Risk Management Advisor is responsible for the following functions and tasks, which focus on the reduction of the incidence and consequence of fire and achieving statutory obligations:

Fire Safety Promotion and Community Education

- Provide assistance to Chief Fire Officers to ensure that the Service's statutory and strategic obligations, and focus on the reduction of the incidence and consequences of fire, are met.
- Develop and maintain a close and effective liaison with volunteer Chief Fire Officers and Brigades to ensure they receive all necessary technical fire risk management and promotion advice and support.
- Develop and maintain a close and effective liaison with the Volunteer Support Officer, linked to their respective Operations Group, to ensure productive delivery of the community fire risk management programme.
- Encourage, up-skill, coordinate and support Fire District personnel as they carry out generic fire safety promotion and education activities.
- Carry out training and public education in specific technical aspects of Fire Safety to heighten public awareness (and particularly that of identified at risk groups including but not limited to children, the elderly or disabled) of fire risk management.
- Work in partnership with key community groups to reduce the incidence and consequence of fire through community fire risk management strategies.

Business Liaison and Education

- Provide a high level of fire risk management service and competent building control advice to the local territorial authority, property developers, architects, builders, fire engineers, builders and the general public.
- Provide support and advice to building owners in relation to their obligations under the Fire Service Act 1975 and the Fire Safety and Evacuation of Building Regulations 1992.
- Provide support, advice and training for Fire District staff to enable them to undertake inspection of buildings for the purpose of approving evacuation schemes consistent with their potential to provide this service within their Fire District.
- Work effectively to create, identify and maintain partnerships with external stakeholders, agencies and persons on a day to day basis providing them with guidance and support, which assists them to manage their fire risk.

Fire Investigation

- Provide a comprehensive technical support and backup resource for fire service personnel on all matters related to fire investigation.
- Undertake post fire investigations when requested by the Chief Fire Officer.
- Complete post fire audits, and report on identified deficiencies and inadequacies with building design and construction.
- Develop and deliver training to fire service personnel on methodologies and technical aspects of fire investigation.

Health and Safety

- Ensure knowledge of the Health & Safety National Policy and abide by its principles.
- Ensure that a safe working environment is maintained for colleagues and visitors to the workplace by reporting any hazards identified, actively participating in health and safety issues, reporting accidents and near miss incidents promptly, adhering to safety rules and participating in rehabilitation should an injury be sustained.

Scope of Job

Financial Delegations:	Expenditure Capital Assets	TBA Nil
Staff Responsibility:	Number of direct employees: Number of indirect employees:	Nil Nil

Key Relationships

Reports to:

Functional Relationships: Chief Fire Officers
National Community Safety Group
Regional Staff
Community Stakeholders
Property and Business Owners
New Zealand Police
Ministry of Social Development
Territorial Authorities

Person Specifications

AFAC Leadership Capability Framework

Leadership Level: Practitioner

Capability	Definition
SELF	Develops personal attributes and skills to enhance performance. Key Aspects: Self Awareness, Lifelong Learning, Resilience and Personal Courage
INFLUENCE	Establishes organisational and group goals, directions and processes. Key Aspects: Purpose and Direction, Engagement and Culture and Change
ETHICS	Models ethical behaviour and practices. Key Aspects: Relating to Governance and Compliance and Ethical Behaviour
RELATIONSHIP	Builds sustainable internal and external relationships. Key Aspects: Community, Networks, Political Acumen and Advocacy
STRATEGY	Constructs a plan including options and priorities for achieving defined goals Key Aspects: Information and Opportunity, Problem Solving and Judgement, Strategic Thinking and Systems thinking
PEOPLE	Builds individual and team capability and performance Key Aspects: Empowerment, Diversity, Development and Performance
RESULTS	Achieves defined outcomes Key Aspects: Client Focus, Outcome Focus, Capability and Responsiveness and Expertise

The full framework details for your **leadership level** can be found on firenet using the following link:
<https://portal.fire.org.nz/firenet/BusinessUnits/HR/CapabilitiesFramework.htm>

Specific Expertise:

Area of Expertise	Definition
Presentation Skills	Able to make their own and deliver in an effective manner core training and educational programmes, to both fire service personnel and to the public.
Influencing Skills	Able to persuade others to their point of view, and to motivate them to act in the interests of fire risk management.
Organisation and Coordinating Skills	Able to plan and action an effective work programme for themselves, and to coordinate the work of others when required.
Fire Science	Fire growth and development Building fire safety systems Building construction Relevant legislation Use and storage of hazardous substances in buildings Industrial fire and explosion risks
Investigation, Research and Analysis	Origin and determination of fire cause and development Post incident building performance review Post incident people performance review Expert witness
Non-fire Emergency Management	Management of non-fire incidents such as storms, floods, earthquake, tsunami, etc.

Other Qualifications, Knowledge or Experience:

Essential:	
Desirable:	Qualification in risk management or operational analysis Operational fire service experience Experience in an educational or training environment Strong existing local network and credibility

NEW ZEALAND FIRE SERVICE

POSITION DESCRIPTION & PERSON SPECIFICATION

Job #:

Job Title: Senior Fire Risk Management Advisor

Business Area:

Location:

Reports To:

Date:

Position Context

The core business of the New Zealand Fire Service is the reduction in the incidence and consequence of fire and other emergencies, which threaten life and property.

The focus of Fire Regions is on working in partnership with communities to provide superior management of the fire risk and as a result provide protection to the New Zealand public from fire and other emergency situations.

It is the responsibility of the Senior Fire Risk Management Advisor to work in this context, and assist the region to deliver superior fire risk management education programmes, and technical support and advice, with the aim of reducing the incidence and consequences of fire to the New Zealand public.

Vision, Mission and Values

Our Vision: *Working with communities to protect what they value.*

Our Mission: *To reduce the incidence and consequences of fire and to provide a professional response to other emergencies.*

Our Values:

- Serving our Communities
- Integrity
- Adaptability
- Skill

Position Purpose

The role of the Senior Fire Risk Management Advisor is to provide support and advice to Fire Regions. The position operates in three distinct areas:

- Coordinate the delivery of fire risk management programmes to the public, in accordance with the risk-based national Fire Safety Promotions Plan, and assist the region to identify community fire risk and deliver targeted promotional programmes;
- Advise district businesses on demand on all matters related to fire risk management and conduct inspections of buildings as appropriate; and
- Provide quality technical support and backup to fire investigations undertaken by operational officers, and undertake fire investigations as required.

It is expected that a particular Senior Fire Risk Management Advisor, while operating in all three areas, will become over time a “Centre of Excellence” in one of them.

Key Responsibilities

The Senior Fire Risk Management Advisor is responsible for the following functions and tasks, which focus on the reduction of the incidence and consequence of fire and achieving statutory obligations:

Fire Safety Promotion and Community Education

- Provide assistance to Chief Fire Officers to ensure that the Service’s statutory and strategic obligations, and focus on the reduction of the incidence and consequences of fire, are met.
- Develop and maintain a close and effective liaison with volunteer Chief Fire Officers and Brigades to ensure they receive all necessary technical fire risk management and promotion advice and support.
- Develop and maintain a close and effective liaison with the Volunteer Support Officer, linked to their respective Operations Group, to ensure productive delivery of the community fire risk management programme.
- Develop and pilot fire risk management training and promotional programmes using appropriate media, for use by fire service personnel through their Region, and potentially throughout New Zealand.
- Encourage, up-skill, coordinate and support Fire District personnel as they carry out generic fire safety promotion and education activities.

- Carry out training and public education in specific technical aspects of Fire Safety to heighten public awareness (and particularly that of identified at risk groups including but not limited to children, the elderly or disabled) of fire risk management.
- Work in partnership with key community groups to reduce the incidence and consequence of fire through community fire risk management strategies.

Business Liaison and Education

- Provide a high level of fire risk management service and competent building control advice to the local territorial authority, property developers, architects, builders, fire engineers, builders and the general public.
- Provide support and advice to building owners in relation to their obligations under the Fire Service Act 1975 and the Fire Safety and Evacuation of Building Regulations 1992.
- Provide support, advice and training for Fire District staff to enable them to undertake inspection of buildings for the purpose of approving evacuation schemes consistent with their potential to provide this service within their Fire District.
- Work effectively to create, identify and maintain partnerships with external stakeholders, agencies and persons at the community leader and interagency level in line with and contributing to national frameworks where appropriate.

Fire Investigation

- Provide a comprehensive technical support and backup resource for fire service personnel on all matters related to fire investigation.
- Undertake post fire investigations when requested by the Chief Fire Officer.
- Complete post fire audits, and report on identified deficiencies and inadequacies with building design and construction.
- Develop and deliver training to fire service personnel on methodologies and technical aspects of fire investigation.

Health and Safety

- Ensure knowledge of the Health & Safety National Policy and abide by its principles.
- Ensure that a safe working environment is maintained for colleagues and visitors to the workplace by reporting any hazards identified, actively participating in health and safety issues, reporting accidents and near miss incidents promptly, adhering to safety rules and participating in rehabilitation should an injury be sustained.

Scope of Job

Financial Delegations:	Expenditure Capital Assets	TBA Nil
Staff Responsibility:	Number of direct employees: Number of indirect employees:	1 – 2 Nil

Key Relationships

Reports to:

Functional Relationships: Chief Fire Officers
National Community Safety Group
Regional Staff
Community Stakeholders
Property and Business Owners
New Zealand Police
Ministry of Social Development
Territorial Authorities

Person Specifications

AFAC Leadership Capability Framework

Leadership Level: Supervisor

Capability	Definition
SELF	Develops personal attributes and skills to enhance performance.
Key Aspects: Self Awareness, Lifelong Learning, Resilience and Personal Courage	
INFLUENCE	Establishes organisational and group goals, directions and processes.
Key Aspects: Purpose and Direction, Engagement and Culture and Change	
ETHICS	Models ethical behaviour and practices.
Key Aspects: Relating to Governance and Compliance and Ethical Behaviour	
RELATIONSHIP	Builds sustainable internal and external relationships.
Key Aspects: Community, Networks, Political Acumen and Advocacy	
STRATEGY	Constructs a plan including options and priorities for achieving defined goals
Key Aspects: Information and Opportunity, Problem Solving and Judgement, Strategic Thinking and Systems thinking	
PEOPLE	Builds individual and team capability and performance
Key Aspects: Empowerment, Diversity, Development and Performance	
RESULTS	Achieves defined outcomes
Key Aspects: Client Focus, Outcome Focus, Capability and Responsiveness and Expertise	

The full framework details for your **leadership level** can be found on firenet using the following link:

<https://portal.fire.org.nz/firenet/BusinessUnits/HR/CapabilitiesFramework.htm>

Specific Expertise:

Area of Expertise	Definition
Presentation Skills	Able to make their own and deliver in an effective manner core training and educational programmes, to both fire service personnel and to the public.
Influencing Skills	Able to persuade others to their point of view, and to motivate them to act in the interests of fire risk management.
Organisation and Coordinating Skills	Able to develop workplans for specialist teams, and prioritise commitment within available resources.
Strategic Insight	Possess a high level of expertise in limited areas so that they are able to deal with issues at a strategic rather than at a local or tactical level.
Training Methodologies	Experience in the design, resourcing and delivery of training programmes, targeted in their areas of specialisation.
Fire Science	Deep knowledge of fire science and its application in one or more specific areas: e.g., fire investigation flying squad, FAIP national group, DRU engineers, oil and gas planning group, hazardous substances expertise, PDU trainers, CPU, Rural, etc.
Investigation, Research and Analysis	Origin and determination of fire cause and development Post incident building performance review Post incident people performance review Expert witness
Non-fire Emergency Management	Management of non-fire incidents such as storms, floods, earthquake, tsunami, etc.

Other Qualifications, Knowledge or Experience:

Essential:	
Desirable:	<ul style="list-style-type: none"> Qualification in risk management or operational analysis Operational fire service experience Fire service experience at national team level Experience in an educational or training environment Strong existing local network and credibility

Appendix B

Feedback Form

D r a f t

Feedback Form Review of Fire Safety Position Descriptions

This form can be used to provide your feedback on the ideas and proposals contained in this document in relation to proposed changes to the position description for current fire safety positions.

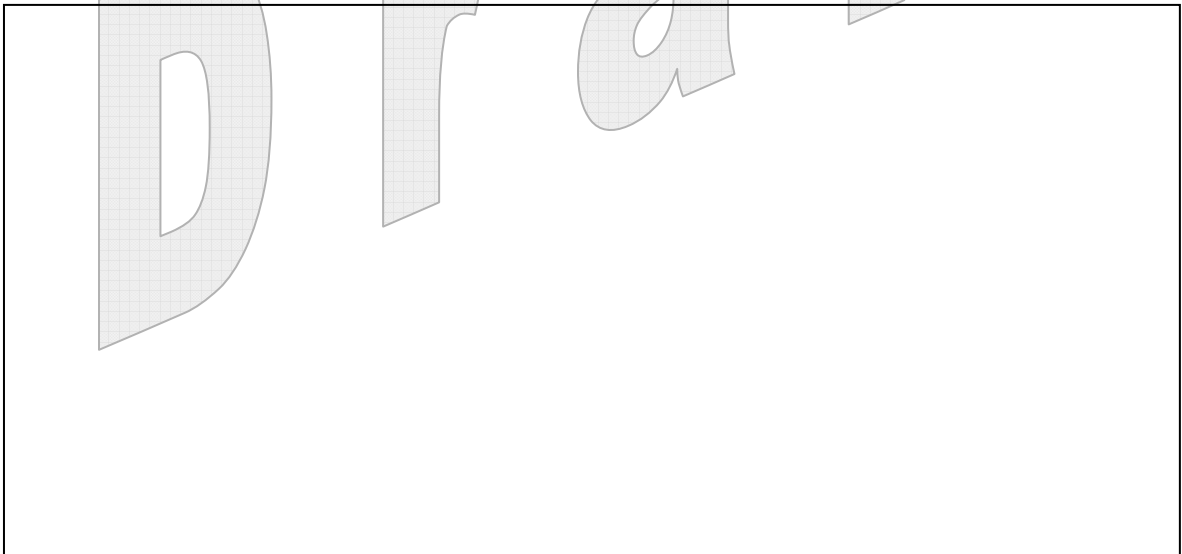
1. What impact have the changes to fire safety and evacuation of buildings regulations on the work undertaken by fire safety officers in regions? What further impact will these changes have? What other changes are occurring or will occur that will impact on NZFS's fire safety and fire risk management role? What opportunities do these changes provide to shift the focus of fire safety work in regions?

2. How might we address some of the findings detailed in the internal audit report into fire safety? In particular how do we ensure quality and consistency of advice and practice across the country and generate a national focus for all fire safety staff?

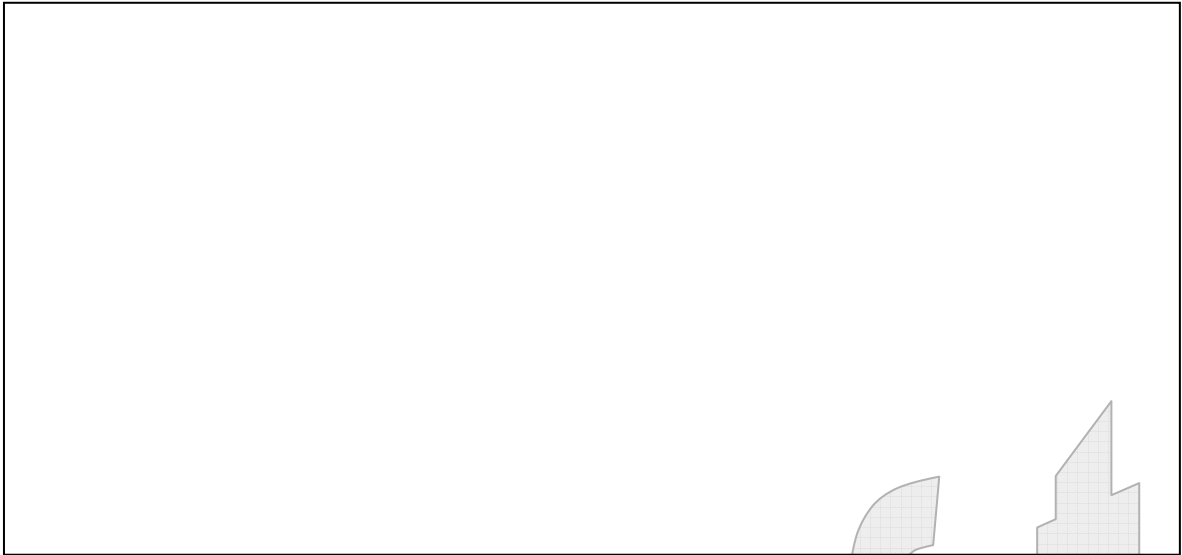
3. What ideas do you have for enhancing fire safety as a viable career option within NZFS, including the potential wider use of a senior fire safety/fire risk management role.



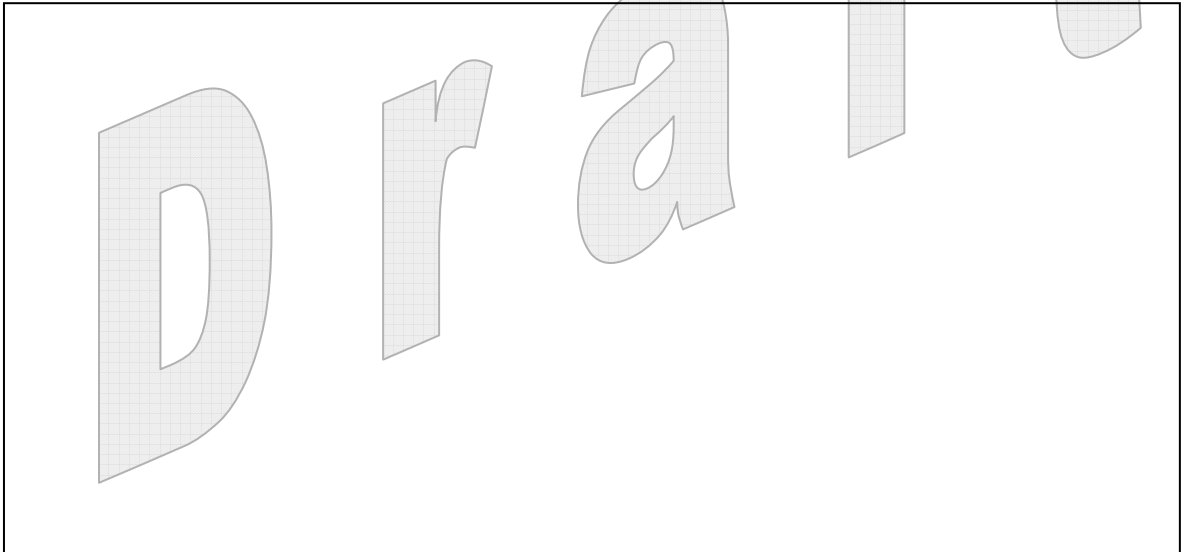
4. Do the revised position descriptions accurately reflect current and future requirements in respect of fire safety and fire risk management work? Please make any comments you have on the revised position descriptions, particularly the key responsibilities and the changed emphasis in the roles.



5. What is the range of training you think needs to be provided to current and future fire safety/fire risk management staff to support the shifting focus of these roles?



6. Do you have any other comments on the ideas and proposals in this paper, or on the future of fire safety and fire risk management within NZFS?



Please send your feedback to Paula Beaver, National Director Fire Risk Management, National Headquarters by Monday 28 July.