

Senior Fire Risk Management Officer

The following table illustrates the level of competence required in relation to each core accountability area, for progression through the five steps of the Senior Fire Risk Management Officer remuneration scale. The remuneration scale provides for annual progression, based on development up to a fully competent level across all aspects of the Fire Risk Management Officer position. The table depicts the level of competence required against each core accountability area for each of the progression steps, where one ♦ requires an individual to be able to perform some aspects of that accountability area independently, without supervision, support or guidance, two ♦ requires an individual to be able to perform most aspects of that accountability area independently, without supervision, support or guidance, and three ♦ requires an individual to be able to perform all aspects of that accountability area independently, without supervision, support or guidance.

This table should be read in conjunction with the Key Accountabilities section of this position description (repeated below), which further defines which aspects of each accountability area are required to be performed independently, without supervision, support or guidance at each progression step. In the Key Accountabilities section, the coloured shading indicates at which point in a new Fire Risk Management Officer's development they should be able to perform that accountability to a fully competent level, without supervision, support or guidance, where light green illustrates that the Senior Trainer should be developing in this area, and dark green illustrates that the Fire Risk Management Officer should be fully competent across all aspects of this area.

The Senior Fire Risk Management scale includes a minimum appointment level. However, regardless of the entry level (which may vary according to demonstrated skills and experience), an appointee cannot progress further unless and until they met the expectations for the step they are on and the previous steps.

The progression criteria must be read in conjunction with the AFAC competencies attached to the job description.

<p>Key Accountability Area</p> <p>The Senior Fire Risk Management Officer is responsible for the following functions and tasks, which focus on the reduction of the incidence and consequence of fire and achieving statutory obligations:</p> <th data-bbox="1222 980 1373 1237"> <p>Minimum Appointment Level</p> <th data-bbox="1373 980 1486 1237"> <p>Step One</p> <th data-bbox="1486 980 1600 1237"> <p>Step Two</p> <th data-bbox="1600 980 1713 1237"> <p>Step Three</p> <th data-bbox="1713 980 1827 1237"> <p>Step Four</p> <th data-bbox="1827 980 1957 1237"> <p>Step Five</p> </th></th></th></th></th></th>	<p>Minimum Appointment Level</p> <th data-bbox="1373 980 1486 1237"> <p>Step One</p> <th data-bbox="1486 980 1600 1237"> <p>Step Two</p> <th data-bbox="1600 980 1713 1237"> <p>Step Three</p> <th data-bbox="1713 980 1827 1237"> <p>Step Four</p> <th data-bbox="1827 980 1957 1237"> <p>Step Five</p> </th></th></th></th></th>	<p>Step One</p> <th data-bbox="1486 980 1600 1237"> <p>Step Two</p> <th data-bbox="1600 980 1713 1237"> <p>Step Three</p> <th data-bbox="1713 980 1827 1237"> <p>Step Four</p> <th data-bbox="1827 980 1957 1237"> <p>Step Five</p> </th></th></th></th>	<p>Step Two</p> <th data-bbox="1600 980 1713 1237"> <p>Step Three</p> <th data-bbox="1713 980 1827 1237"> <p>Step Four</p> <th data-bbox="1827 980 1957 1237"> <p>Step Five</p> </th></th></th>	<p>Step Three</p> <th data-bbox="1713 980 1827 1237"> <p>Step Four</p> <th data-bbox="1827 980 1957 1237"> <p>Step Five</p> </th></th>	<p>Step Four</p> <th data-bbox="1827 980 1957 1237"> <p>Step Five</p> </th>	<p>Step Five</p>

Fire Safety Promotion and Community Education	◆◆	◆◆	◆◆	◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Provide expert advice and assistance to Area Managers to ensure that the New Zealand Fire Service’s statutory and strategic obligations are met. ▪ Advise, communicate with and influence volunteer Chief Fire Officers and Brigades to ensure they meet their statutory obligations within their communities. ▪ Advise, communicate with and influence Rural Fire and partner agencies such as the Department of Conservation, Local Territorial Authorities and forest owners to assist them to understand and mitigate their risk. ▪ Work in partnership with our communities and other emergency partners to identify at risk groups to inform the area business plan. ▪ Develop, plan, and coordinate their team to deliver area fire risk management programmes. ▪ Advise and assist Volunteer Support Officers to support brigades to plan and execute targeted fire risk management activities within their community ▪ Establish effective partnerships to engage with, influence and train operational staff to be involved in the delivery of community fire safety education. ▪ Develop, plan, lead and when required deliver training and public education in practical and technical aspects of fire risk management to ensure we support communities in managing their risk. ▪ Deal with and where appropriate delegate public enquiries and provide advice when required ▪ Coordinate, prepare and deliver appropriate media statements and promotional media commentary ▪ 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. 						

Built Environment	◆◆	◆◆	◆◆	◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Provide expert technical fire risk management and building control advice to external stakeholders such as local territorial authorities, property developers, architects, builders, fire engineers, building owners, and the general public. ▪ Provide expert technical advice and assistance to Area Managers in meeting their statutory obligations under the Fire Service Act 1975, the Fire Safety and Evacuation of Building Regulations 2006, the Building Act 2004 and any other relevant legislation, regulations and codes of practice. ▪ Provide expert technical fire risk management and building control advice to, support and training to enable staff to develop their Area risk profile information. Some of these methods include capturing risk data such as site reports, risk assessment and building safety surveys. ▪ Provide expert technical advice and/or authorisation of evacuation schemes to internal and external stakeholders. ▪ Provide specific fire risk management advice on the development of emergency response plans for the management of hazardous substances under the Hazardous Substances and New Organisms Act 200x. Peter to provide exact wording ▪ Provide expert advice to internal and external stakeholders in the reduction of unwanted fire alarms. ▪ Provide expert advice and approval to the appropriate local authorities, external agencies and applicants on the suitability of pyrotechnic displays. 						
Fire Investigation	◆◆	◆◆	◆◆	◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Provide expert, practical and technical advice and support for fire service personnel on all matters related to fire investigation. ▪ Lead post fire investigations when required by the Fire Investigation Policy and/or Area Manager. 						

<ul style="list-style-type: none"> ▪ Provide expert, practical and technical knowledge on the origin and cause of fire and fire dynamics. ▪ Appear as an expert witness as required for court appearances. ▪ Complete post incident analysis, 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. 						
Leadership, Management & Supervision	◆	◆	◆◆	◆◆	◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Provides supervision, management and leadership to their team in a manner which maximises their effectiveness and performance and ensures all relevant NZFS people management obligations are met ▪ Takes action to address staff welfare needs ▪ Communicate standards of performance and ensures an environment is created where these standards are met ▪ Ensure all Human Resources policies and procedures are adhered to ▪ Manage and approve staff leave requests ▪ Provide coaching, feedback and support to enable staff to achieve high levels of performance ▪ Ensure early resolution of disputes, grievances and performance issues where ever possible or escalate if appropriate ▪ Ensure resources are allocated prioritised and allocated to meet work volumes ▪ Maintaining effective relationships with all internal and external stakeholders ▪ Managing staff on light duties in support of their rehabilitation and return to work – check if every Senior Fire Risk Management Officer does this ▪ Promotes and ensures interagency co-ordination and co-operation 						

within the fire risk management and fire investigation environments						
Training	◆	◆	◆◆	◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Develops and implements a training plan for team members that ensures they have all of the knowledge and skills required to perform effectively ▪ Lead fire risk management team training activities and encourages ongoing professional development ▪ Coaching and mentoring staff as required 						
Administration	◆	◆◆	◆◆	◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Collecting and maintaining required statistical and performance management data ▪ Maintain all relevant databases related to fire risk management ▪ Manage the area fire investigation roster ▪ Overseeing the support of national initiatives and programmes at a local level including Home Fire Safety Checks, Get Fire Wise etc. 						
General Responsibilities	◆◆◆	◆◆◆	◆◆◆	◆◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Undertake other duties consistent with operational skills and expertise during major incidents when requested. ▪ Undertaking other duties consistent with the position as may be directed from time to time by the Area Manager. 						
Health and Safety - Employee responsibilities	◆	◆	◆◆	◆◆	◆◆◆	◆◆◆
<ul style="list-style-type: none"> ▪ Ensuring knowledge of the Health & Safety National Policy and abiding by and actively promote its principles. ▪ Ensuring that a safe and healthy working environment is maintained for colleagues 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 trained or supervised. ▪ Monitoring the completion of all Occupational Health & Safety records and documentation for staff training, accidents, near misses, accident 						

<p>investigation, hazard management and health & safety goals and objectives.</p> <ul style="list-style-type: none"><li data-bbox="100 277 926 347">▪ Managing the rehabilitation of employees as appropriate, and participating in own rehabilitation should an injury be sustained.						
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