

Recruit for a Volunteer Brigade Leader

When to use

Follow this process when you have a vacancy to fill for a Volunteer Brigade Leader position. A brigade leader is a:

- Chief Fire Officer
- Deputy Chief Fire Officer
- Controller
- Deputy Controller
- Brigade OIC
- Brigade 2IC

If an existing Volunteer Brigade Leader is opting-in to the 5-year term process, they must contact their Group Manager. To begin this opt-in process go directly to Step 16.

Role

- Group Manager
- Brigade
- Interview panel
- People Advisory Directorate (People Business Partners and People Support)
- Authorising manager (Region Manager [RM] or District Manager [DM])

Before you begin

A vacancy must exist in a volunteer brigade. This can be notified to the Group Manager by the brigade management team, or by an existing brigade leader from any of the volunteer roles in the bullet points above.

This process should be conducted in a manner encompassing our core values of:

Whanaungatanga – We are better together; recognising that the Volunteer Brigade Leader and Group Manager support each other in sharing knowledge and understanding.

Auahatanga – We strive to improve; enabling a future focus and promoting collaboration around improvement. Nāku te rourou, nāu te rourou, ka ora ai te iwi – With my basket and your basket, the people will thrive.

Kia Tika – We do the right thing; making decisions that are beneficial to our brigades and their communities.

Manaakitanga – We serve and support; at every opportunity, we actively seek ways to fill up or care for the mana of others.

Consideration should always be given to our relevant Volunteerism Principles:

- Appreciate that volunteering is always a matter of choice.
- Demonstrate openness, transparency, and fairness.
- Operate with trust and respect.
- Build an environment that enables volunteerism to thrive.
- Be inclusive and embrace difference.
- Involve volunteer perspectives in decision making.
- Be responsive to local needs.

This guideline will ensure that we provide our leaders with the tools to create a positive, supportive, diverse and inclusive brigade culture.

Steps

Step	Role	Action
1.	Group Manager	Confirms the vacancy with the brigade and notifies: <ul style="list-style-type: none"> • District Manager • Region People Business Partner.
2.		<ul style="list-style-type: none"> • Appoints an interview and appointment panel (see below) <p>Note: The suggested panel should involve a minimum of two, and a maximum of three people from any of the following roles as appropriate:</p> <ul style="list-style-type: none"> • District Manager • The Group Manager/another Group Manager • Volunteer Brigade Leader of another brigade • People Advisory Team member • one additional person, if required. <p>See guideline: Appointing interview panel.</p>

RELATED INFORMATION

Rules

[Model Rules of Association: Appointment of CFO and Deputy](#)

[Fire and Emergency New Zealand Act 2017: ss 25-29 Appointments and vacancies](#)

[Human resources delegations](#)

Position descriptions

[Volunteer Brigade Leader position description](#)

[Deputy Volunteer Brigade leader position description](#)

Guidelines

[Appointing interview panel](#)

[Shortlisting applicants](#)

[Interviewing and assessing applicants](#)

References

[Interview preparation guide](#) (for applicants)

[STAR technique](#) (for applicants)

[Core selection criteria - Volunteer Brigade Leader](#)

Forms & tools

[Vacancy notice template - Volunteer Brigade Leader](#)

[Application form and self-assessment application pack - Volunteer Brigade Leader](#)

[Acknowledgement of application letter template - Volunteer Brigade Leader](#)

[Shortlist summary form - Volunteer Brigade Leader](#)

[Unsuccessful applicants \(not shortlisted\) letter template - Volunteer Brigade Leader](#)

[Invitation to interview letter template - Volunteer Brigade Leader](#)

[Interview record template - Volunteer Brigade Leader](#)

[Interview rating summary - Volunteer Brigade Leader](#)

[Brigade feedback on shortlist applicants - Volunteer Brigade Leader \(Option 1\) \(Option 2\) \(Option 3\)](#)

[Unsuccessful applicants \(interviewed\) letter template - Volunteer Brigade Leader](#)

[Volunteer Brigade Leader offer and appointment letter](#)

3.		<p>Review Core selection criteria - Volunteer Brigade Leader and add brigade-specific criteria as necessary, taking into consideration:</p> <ul style="list-style-type: none"> the current brigade state and or needs succession planning in place presently the leadership qualities the brigade needs <p>If recruiting for a brigade DCFO, Deputy Controller or Brigade 2IC, the Group Manager must consult with the brigade's leader to seek their input on brigade needs/expectations.</p>	<p>Notification of appointment - Volunteer Brigade Leader</p> <p>12-month support and development plan - Volunteer Brigade Leader</p>
4.	Group Manager (or Delegate)	<p>Prepare the application pack:</p> <ul style="list-style-type: none"> Application form and self-assessment application pack - Volunteer Brigade Leader <p>Note: Applicant's must be given a minimum of 14 days' notice to apply.</p> <ul style="list-style-type: none"> Volunteer Brigade Leader position description, Deputy Volunteer Brigade Leader position description Prepare the vacancy notice. See Vacancy notice template - Volunteer Brigade Leader 	
5.	Group Manager (or Delegate)	<p>Advertise the vacancy by:</p> <ul style="list-style-type: none"> Email the vacancy notice to all brigade members. Print and place the vacancy notice on brigade notice boards. 	
6.	Group Manager (or Delegate)	<p>Attend the next brigade meeting to table vacancy and outline processes for applications, interview, appointment and the 5-year term.</p>	
6.	Group Manager (or Delegate)	<p>Collate applications and send an acknowledgement to each applicant. See template: Acknowledgement of application letter template - Volunteer Brigade Leader</p> <p>Note: follow existing procedures for storing applicant information and make up an electronic applicant file.</p> <ul style="list-style-type: none"> Once the vacancy closes send the electronic file to the interview panel. 	
7.	Group Manager (or Delegate)	<ul style="list-style-type: none"> Book a meeting for the interview panel to compare assessments and decide on shortlist: Prepare the Shortlist summary form - Volunteer Brigade Leader and send to the interview panel. See guideline: Shortlisting applicants. 	
8.	Group Manager	<p>Attend brigade meeting to get any comments or representations about applicants.</p> <p>Brigade feedback on shortlist applicants - Volunteer Brigade Leader (Option 1) (Option 2) (Option 3) Options for consultation only</p>	
9.	Interview panel	<p>Review shortlisted candidates and make an assessment of each applicant. Record this on the <i>Shortlist summary template</i>. See guideline: Shortlisting applicants.</p>	
10.		<ul style="list-style-type: none"> Compare assessments and determine shortlist of applicants to interview. Discuss and agree interview length, suitable times and venue. See guideline: Interviewing and assessing applicants. <p>Note: If there are no applicants deemed suitable to progress to the interview stage, consider the following options:</p> <ul style="list-style-type: none"> Secondment/development opportunities Co-leadership options Temporary appointment while awaiting development of suitable applicants Postpone the recruitment process for a set period Group Manager appointed as interim Brigade Leader (for Chief Fire Officer, Controller or Brigade OIC positions only) 	
11.	District Business Service Coordinator	<ul style="list-style-type: none"> Phone shortlisted applicants to arrange an interview time. Find out any special circumstances, such as if the applicant wants to bring a support person. Book a suitable meeting room (if required) for the interviews. Notify all applicants of their application status by phone and follow up with an email or letter. See templates: Invitation to interview letter template - Volunteer Brigade Leader or Unsuccessful applicants (not shortlisted) letter template - Volunteer Brigade Leader Prepare the Interview record template - Volunteer Brigade Leader See guideline: Interviewing and assessing applicants. 	<p>WHO TO CONTACT</p> <p>NHQJobs@fireandemergency.nz</p>

12.	Interview panel	<p>Prepare for and conduct interviews. See guideline: Interviewing and assessing applicants.</p> <p>Rate the applicant's responses for each capability and note these on your copy of the Interview record template - Volunteer Brigade Leader</p> <p>Note: When interviewing for a Volunteer Brigade Leader, if the successful candidate is not operationally experienced to fulfil the CFO, DCFO, Controller, Deputy Controller, or Brigade OIC, Brigade 2IC rank expectations on the incident ground, discuss operational response limitations with the candidate.</p>
13.	Interview panel	<p>Once all interviews are complete, record ratings and identify the preferred applicant:</p> <ul style="list-style-type: none"> Record all panel member ratings on the Interview rating summary - Volunteer Brigade Leader See guideline: Interviewing and assessing applicants. Discuss the individual panel ratings and decide on a moderated panel rating for each capability. (Record this on the form) Discuss brigade feedback regarding each candidate Calculate the applicant's overall interview score Compare ratings and identify the preferred applicant <p>Note: if required discuss and determine any operational response limitations</p> <ul style="list-style-type: none"> Add a comment on why each applicant is suitable/not suitable for the position on the form. Get the panel members to sign the completed forms and place interview documentation in the vacancy file. <p>Note: Be mindful that interview notes are discoverable.</p>
14.	Group Manager and District Manager (DM)	<p>Prepare the Notification of appointment - Volunteer Brigade Leader. Utilise BSC support if needed.</p> <p>DM to provide approval to offer on the Notification of Appointment.</p>
15.	Group Manager	<p>Notify the successful applicant by phone:</p> <p>Recommended script:</p> <p>"I'd like to make you a verbal offer to the role of [Volunteer Brigade Leader role] at [Brigade] Volunteer Fire Brigade. This offer is subject to agreeing on terms and conditions, which we'll put in writing."</p> <p>See template Volunteer Brigade Leader offer and appointment letter</p> <p>Notify unsuccessful applicant by phone:</p> <p>Recommended Script:</p> <p>"I am sorry to inform that you have not been successful in your application for the role of [Volunteer Brigade Leader role] at [Brigade] Volunteer Fire Brigade.</p> <p>I would like to offer you some feedback on the process and discuss any development needs you may have for future applications." See template: Unsuccessful applicants (interviewed) letter template - Volunteer Brigade Leader</p> <p>Note 1: For each interviewee, make a note of this phone contact on each applicant's <i>Interview rating summary form</i> and place the forms in the vacancy file, saved securely in p-files.</p> <p>Note 2: Unsuccessful applicants have the right to raise an issue related to the appointment decision via the Resolve Volunteer Issue Process</p>
16.	People Support Team and Group Manager	<ul style="list-style-type: none"> Prepare Volunteer Brigade Leader offer and appointment letter Where applicable, if operational response limitations are required until the Volunteer Brigade Leader gains further skills and experience a Risk Management Plan (Conditions of role) must be completed in the Volunteer Brigade Leader offer and appointment letter Volunteer Brigade Leader signs and accepts the role offer with the Group Manager.
17.	Group Manager	<ul style="list-style-type: none"> Complete the appointment notice (DM or RM approval) and notify appointment details to: <ul style="list-style-type: none"> All brigade members by email and notice People Advisory Team, NHQjobs@fireandemergency.nz and vollydatasupport@fireandemergency.nz (see form: Notification of appointment - Volunteer Brigade Leader) District and Region Office
18.		<ul style="list-style-type: none"> Plan the appointee's induction Order relevant uniform markings, if applicable.

19.	Group Manager/ New Brigade Leader	<ul style="list-style-type: none">• The Group Manager and the new Volunteer Brigade Leader will work collaboratively to create a 12-month support and development plan - Volunteer Brigade Leader.• Where applicable, if operational response limitations are required until the Volunteer Brigade Leader gains further skills and experience, the Support and Development plan should reflect a pathway to achieve this.<ul style="list-style-type: none">○ A Risk Management Plan (Conditions of role) must be completed in the Volunteer Brigade Leader offer and appointment letter○ Additional uniform markings will be provided to reflect any response limitations for the volunteer brigade leader (e.g., Appointed CFO with SFF operational rank still wears a yellow helmet)	
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What happens next?

The relationship and support continues as outlined in the support and development plan

Note: Dispose of the vacancy file approximately two months after the appointment.

Consultation Links

QR Code link to feedback survey:



Or email EkeTaumata@fireandemergency.nz to place feedback.

See other guidelines and supporting documents:

[Recruit for a Volunteer Brigade Leader](#)

[Volunteer Brigade Leader Annual Support and Development](#)

[Volunteer Brigade Leader Renewal](#)

[Volunteer Brigade Leader Non-Renewal](#)

[Core selection criteria - Volunteer Brigade Leader](#)

[Volunteer Brigade Leader position description](#)

[Deputy Volunteer Brigade Leader position description](#)

[12-month support and development plan - Volunteer Brigade Leader](#)

[Group Manager checklist at end of term - Volunteer Brigade Leader](#)

Brigade feedback on shortlist applicants:

[Option 1 - Using core selection criteria](#)

[Option 2 - Values alignment](#)

[Option 3 - Current process](#)
