

Core Selection Criteria – Volunteer Brigade Leader

When to use

Use this guide when assessing applicants for the position of Volunteer Brigade Leader of a Volunteer Fire Brigade.

This guide sets out:

- Essential Selection Criteria, which you must assess candidates against during the selection process
- additional Desirable Selection Criteria, which you may include in the selection process at the Group Manager's discretion.

Role

These Core Selection Criteria apply to the following roles:

- Chief Fire Officer (CFO)
- Deputy Chief Fire Officer (DCFO)
- Controller
- Deputy Controller
- Brigade OIC
- Brigade 2IC

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Essential Selection Criteria

The applicant has demonstrated effective leadership skills. These skills align with the behaviours specified in the Lead Teams section of the Leadership Development Framework. They also align with [our Fire and Emergency values/Ngā Uara](#).

Kia Tika – We do the right thing

The applicant:

- behaves with integrity
- earns trust and respect within the brigade, key stakeholders and their community.

Manaakitanga – We serve and support

The applicant has demonstrated strong communication and relationship management skills through:

- building effective relationships within and outside the brigade to contribute to community resilience

- making effective decisions and displaying adaptability to lead through change.

Whanaungatanga – We are better together

The applicant has shown that they can create a positive, supportive, diverse and inclusive brigade culture that contributes to:

- high levels of member retention
- ensuring brigade succession and sustainability
- a diverse brigade that represents the community they serve
- effectiveness and efficiency across the reduction, readiness, response and recovery aspects of emergency management.

Auahatanga – We strive to improve

The applicant has shown that they:

- understand their duty of care for safety, health, and wellbeing in relation to Fire and Emergency personnel, workplaces and work activities under their influence and control
- lead by expectation and example, developing an environment of learning and continuous improvement.
- have self-awareness and manage their behaviour to the benefit of their brigade.

Desirable Selection Criteria

Any of these areas could form part of the support and development plan for the Volunteer Brigade Leader.

Operational command

The applicant either:

- has knowledge and/or experience of operational command of fire and other emergency incidents Fire and Emergency has attended, or
- is willing to upskill themselves in this area (as part of support and development plan).

Legislation

The applicant has detailed knowledge and understanding of legislation relevant to Fire and Emergency New Zealand, particularly the [Fire and Emergency New Zealand Act 2017](#).

Risk reduction

The applicant has experience in risk reduction activities and actions that effectively targeted and reduced fire risk in their community.

Volunteer Executive Officer course

The applicant has completed the Volunteer Executive Officer course or demonstrated equivalent people leadership knowledge and expertise.

Training and progression

The applicant has either:

- successfully completed of all Fire and Emergency progression training relevant to the Volunteer Brigade Leader role, or
- demonstrated equivalent knowledge and experience.

Fire and Emergency's expectations

The applicant can competently manage the overall administrative and operational functions in alignment with Fire and Emergency's expectations.

What happens next?

The Group Manager begins the process [Recruit for a Volunteer Brigade Leader](#) and uses these Core Selection Criteria to assess all applicants on their suitability for the role.

See procedure: [Recruit for a Volunteer Brigade Leader](#)

Related information

Tools

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

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

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

[Volunteer Brigade Leader position description](#)

[Deputy Volunteer Brigade Leader position description](#)

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Consultation Links

QR Code and link to feedback survey:



Link: <https://forms.office.com/r/24fknismHp>

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](#)