



# Volunteer Brigade Leader (VBL)

## Scope of Job

**Business Area:** Service Delivery Operations

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**Location:** Volunteer Fire Brigade

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**Supporting Manager:** Group Manager

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**Version date:** Draft for Consultation 2024-04-30

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## Organisation Context

Fire and Emergency New Zealand is a Crown Entity established on 1 July 2017 under the Fire and Emergency Services Act 2017. The role of our 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 unified organisation provides a fire and emergency service that delivers for communities, and those who serve them, now and in the future.

This Volunteer Brigade Leader position description applies to the following:

- Chief Fire Officer
  - Controller
  - Brigade OIC
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## Position Context and Purpose

This role is responsible for ensuring the brigade meets legislative and operational requirements to successfully carry out the 4 R's of emergency management, Reduction, Readiness, Response and Recovery. The VBL leads a team of volunteers with whom they work closely with to meet expectations set out in the brigade's business plan. The VBL is also responsible for developing working relationships with members of the community to support the brigade operations and ensure the brigade has a good working knowledge of their community and its associated needs.

The VBL recognises a need to meet Fire and Emergency New Zealand's expectations around appropriate conduct and behaviour for every person undertaking a role for the organisation. They must ensure the needs of the community and the objectives of the Board are achieved, while maintaining and protecting the reputation and image of the Fire and Emergency New Zealand.

The VBL works closely with the Group Manager, Deputy/2IC Volunteer Brigade Leader, Brigade Management Committee and the Volunteer Support Officer to ensure that the brigade remains operationally ready, that the fire risk is adequately identified and managed, that resources are organised and coordinated, and the sustainability of the brigade is maintained.

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<b>Financial Delegations</b>	TBC - subject to the District Manager approval
<b>Staff Responsibility</b>	Brigade Complement

## Key Deliverables

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

### The VBL of a Volunteer Brigade is subject to the provisions of:

- Complying with all relevant statutory, legal, or legislative responsibilities, including:
  - Fire and Emergency NZ Act 2017
  - Human Rights Act 1993
  - Privacy Act 2020
  - Health and Safety at Work Act 2015
  - Hazardous Substances and New Organisms Act 1996
  - Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
- Expectations as outlined in their offer and appointment documentation for the Volunteer Brigade Leader position
- Instructions issued by Fire and Emergency NZ Board
- National Commander's Instructions (NCIs)
- Letter of Engagement with Fire and Emergency NZ
- Local Brigade Orders and Brigade Agreement of Service
- Memorandum of Understanding (MOUs)
- Model Rules of Association (as applicable)

## Core Selection Criteria

Suitable candidates will possess the following skills/attributes:

### Skills/Attributes

#### 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.

#### **Auhatanga – 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**

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

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## Accountabilities:

The position holder is accountable for the following areas. This can be achieved with effective delegation:

### Development

- Partake in support and development activities as outlined in the [Volunteer Brigade Leader Annual Support and evelopment](#) process.

### Brigade Leadership and Sustainability

- Providing leadership and direction to enable a healthy brigade culture that meets its obligations and achieves its objectives.
  - Managing interpersonal conflicts fairly and effectively
  - Maintaining and giving effect to brigade succession and sustainability plans that ensure that the brigade maintains sufficient suitably trained and qualified personnel to meet its operational response and risk reduction obligations, both current and into the future.
  - Encourage inclusiveness of all members through appropriate conversations.
  - Actively promoting learning opportunities within the brigade to enable the brigade to operate efficiently.
- Leading the implementation and integration of new initiatives, equipment and programmes, either regional or national, within the brigade.
- Working with the community establishing and developing relationships with local officials, key employers, and other community groups to enhance goodwill and support for volunteerism.

### Operational Readiness

- Ensuring the brigade maintains a state of operational readiness at all times, and ensuring skill currency, equipment maintenance and availability, and SHW requirements are met.
- Ensuring all brigade members understand and maintain a working knowledge of all relevant statutory obligations and operational procedures to ensure compliance.

### Operational Response

These accountabilities will be dependent on the agreed operational response capabilities of the appointed Volunteer Brigade Leader:

- Putting in place appropriate actions and strategies to effectively manage the full range of incidents attended.
- Carrying out command and control functions where appropriate in terms of emergency response where the fire district's resources are involved.
- Taking necessary and appropriate actions to save lives and properties in danger.
- Stabilising and rendering safe hazardous substances.
- Ensuring the brigade respond promptly and effectively to fire and non-fire-related emergencies, as appropriate.

### Brigade Management and Administration

- Ensuring all obligations under the Brigade's Agreement of Service with Fire and Emergency New Zealand Board are met.
- Collaborating with, and leading where appropriate, the brigade's Management Committee.

- Developing the brigade's business plan in conjunction with the Group Manager, Management Committee, and Volunteer Support Officer.
- Addressing poor performance or misconduct issues impartially and promptly, and in accordance with the Brigade Rules.
- In conjunction with the brigade's Management Committee and District Manager:
  - Managing the brigade's budget and financial accountabilities as agreed and in compliance with Fire and Emergency policies, through the District Manager
  - Managing the overall administrative and operational functions, with specific attention to the use of SMS and OSM, of the district in accordance with the brigade annual business plan and budget
  - Ensuring the brigade maintains personal records for volunteers, a Brigade Orders Book, and Activity Book.

### Risk Reduction

- Collaborating with the Community Risk Management Team on:
  - Ensuring programmes are in place for the identification, planning, management and review of fire hazards/risks within the district
  - Planning and implementing fire safety and prevention strategies
  - Reporting on all alarms and non-fire emergencies attended by the brigade
- Giving effect to national strategies and desired outcomes for risk reduction activities and actions to effectively target and reduce fire risk in the community.

### Safety, Health and 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

- The Deputy Volunteer Brigade Leader or Brigade 2IC
- The Volunteer Fire Brigade
- Other co-located brigades and crews
- Group Manager
- Brigade Management Committee
- District and Region Staff
- Volunteer Support Officers
- Other Volunteer Brigade Leaders
- Community Risk Management Team
- Pou Takawaenga

### External

- Local Iwi
- Community leaders
- Community stakeholders (school principals, business owners)
- Other Emergency Services (Police, Ambulance etc)
- United Fire Brigades' Association

## Operational Command Requirements

These are the operational requirements that must be met, before the relevant role can be undertaken in an operational context

*(note: not meeting the below requirements does not prevent applicants from becoming the brigade leader, they only restrict the operational command rank that can be undertaken on the incident ground. i.e. CFO who responds as a SFF wears a yellow helmet until the following requirements are met, and can then wear a white helmet and respond as CFO)*

Chief Fire Officer (CFO)	Controller	Brigade Officer in Charge (OIC)
Completed SO TAPS	Crew Leader Course Complete	Completed SO TAPS (for BA-Wearing Brigades only)
Group Manager approval granted	Group Manager approval granted	Group Manager approval granted

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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](mailto: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](#)