



POSITION DESCRIPTION

CHIEF EXECUTIVE, FIRE AND EMERGENCY NEW ZEALAND

Position purpose	<p>The Chief Executive (CE) is accountable for leading Fire and Emergency New Zealand to collectively give effect to its purpose: Protecting and preserving lives, property, and the environment</p> <p>Te whakamaru me te tiaki i ngā tāngata, rawa me te taiao</p> <p>The role is accountable directly to the Board for achieving strategic outcomes which the Board will set and assess annually.</p>
Organisation context	<p>Fire and Emergency New Zealand (Fire and Emergency) is a Crown Entity. Established on 1 July 2017 under the Fire and Emergency Services Act 2017, it bought together New Zealand's 40+ firefighting organisations with a combined volunteer and paid workforce of around 15,000 people.</p> <p>Our vision at Fire and Emergency is one of "Stronger Communities Protecting What Matters", with Strategic Priorities of:</p> <ul style="list-style-type: none">• Building strong resilient communities• Collaboration, partnerships, and influence• Intelligence-led, evidence based decision; and• Keeping pace with change <p>In addition to meeting the organisation's statutory remit, a core focus of Fire and Emergency has been to build a unified organisation and positive workplace culture. While significant progress has been made, this work is not complete. There is more to do to realise the intended efficiencies of bringing together New Zealand's firefighting organisations, and the dividend that a unified culture can deliver.</p>
Term	<p>The term of appointment is up to five years as set out in the Crown Entities Act 2004</p>
Direct reports	<p>To be determined by the CE [currently 6]</p>
Key external relationships	<p>The Chief Executive is required to lead in a highly diverse and complex stakeholder environment. Key stakeholders include:</p> <ul style="list-style-type: none">• Minister of Internal Affairs• Iwi and Tangata Whenua• Fire and Emergency unions, associations, and collective groups• Relevant Government Agencies e.g., Department of Internal Affairs, Department of Conservation, The Treasury, Ministry of Education, Kāinga Ora• Emergency Sector Agencies e.g., National Emergency Management Agency [NEMA], New Zealand Defence Force, New Zealand Police, Hazard Risk Board, Ambulance Services• Local Government• Land Management agencies and associations e.g., Federated Farmers, Forest and Rural Fires Association, Forest Owners' Association• Australasian Fire and Emergency Service Authorities Council (AFAC)

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- Key internal relationships**
- Board and its subcommittees
 - Executive Leadership Team
 - Service Delivery Leadership Team and other tier 3 leaders

PERFORMANCE PROFILE

- Accountabilities** The Chief Executive will be accountable to the Board for:
- delivering against the strategic framework and strategic priorities
 - achieving Statement of Performance Expectations and business plan targets
 - leading the cultural transformation agenda, building on the existing foundations achieved in service of ensuring a unified, positive, and inclusive workplace culture
 - lifting organisational environmental scanning, change and innovation practices, to ensure Fire and Emergency is alert to and prepared for future scenarios and potential changes
 - ensuring Fire and Emergency operates within approved budget expectations
 - demonstrating an enduring commitment to Iwi, Tangata Whenua, and key sector partners to deliver tangible benefits to the communities Fire and Emergency serves
 - leading the organisation's commitment to the safety, health, and wellbeing of all Fire and Emergency personnel and contractors
 - leading and modelling sound organisational practices across all corporate dimensions [e.g., HR, finance, leadership, stakeholder communications, safety, health and wellbeing, risk and assurance]
 - contributing to the ongoing development and performance of the emergency sector system
 - achieving Chief Executive performance objectives set annually by the Board

PERSON PROFILE

- Essential skills, experience, & qualifications** To be successful in the role, the CE will:
- demonstrate visible, courageous, and values-led leadership, with a strong track record of delivery
 - have strong organisational and people leadership skills and experience across strategy, policy, and operational service delivery functions
 - have knowledge and understanding of the emergency sector
 - have significant experience in implementing transformation programmes, leading change, and building inclusive organisational cultures
 - demonstrate the knowledge, experience, and intellectual agility to relate to, engage with and maintain the trust and confidence of diverse government and non-government stakeholders, including Iwi and Tangata Whenua
 - have the skills to lead in an increasingly complex, and multi-faceted context, understanding the interplay between social, cultural, economic, and environmental factors

- have proven experience in successfully balancing the execution of current organisational strategies alongside being attuned to, and leveraging future scenarios and potential changes that could impact the organisation
- experience building organisational capability to engage with and understand the perspectives of Māori, and apply the Treaty of Waitangi to the work of the organisation
- have the ability to build an agile, resilient, and safe organisation, able to respond to a changing environment, while sustaining the capability and culture required for success
- have successfully managed large and complex budgets with proven financial and business management acumen
- be a strong advocate for the safety, health, and wellbeing of the workforce, and supporting workplace practices that deepen cultural maturity and legislative compliance
- have proven experience in providing services to local communities in ways that reflect their unique needs, risk profiles, and demographic make-up
- have a high level of personal integrity and ethics, and model the mindset and behaviours needed to grow a positive and inclusive workplace
- have significant experience working with Boards, Ministers and Officials, and be able to deliver expert, frank and timely advice
- hold relevant tertiary and professional qualifications

Desirable skills & experience

- Experience in leading the delivery of emergency, or fire and emergency services
- An understanding of Crown Entities in the New Zealand context

PERSON SPECIFIC COMPETENCIES [taken from PSC Leadership Success Profile]

Leading strategically

- Demonstrate cultural sensitivity, an understanding of the Treaty of Waitangi and a strong respect for fostering strong partnerships with Maori and Iwi
- Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.
- Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.
- Connect with and inspire people to build a highly motivated and engaged workforce.

Enhancing system performance

- Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for local communities and customers.
- Work collectively across boundaries; to deliver sustainable and long-term improvements to systems and customer outcomes.
- Bridge the interface between Government and the Public sector; to engage political representatives and shape and implement the Government's policy priorities.

Achieving through Others

- Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.
- Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of the role.
- Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.

- Developing talent**
- Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.
 - Coach and develop diverse talents to build people capability required to deliver outcomes.
 - Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.

SUPPORTING DOCUMENTATION

This position description should be read in conjunction with:

- Fire and Emergency New Zealand Act 2017
- Fire and Emergency New Zealand National Strategy 2019-2045
- Fire and Emergency New Zealand Statement of Intent 2020 – 2024
- Fire and Emergency New Zealand Statement of Performance Expectations 2021/22
- Fire and Emergency New Zealand Annual Report 2020/21