



LOCAL ADVISORY COMMITTEE MEMBER

Role Profile

Business Unit	Local Advisory Committees
Version	2.0

ORGANISATIONAL 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 new 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 new, unified organisation will provide a fire and emergency service that delivers for communities, and the firefighters who serve them, now and in the future.

Fire and Emergency New Zealand will set up Local Advisory Committees (LACs) across the country. The main purpose of LACs is to provide advice to Fire and Emergency New Zealand on the communities' priorities, risks and needs.

ROLE CONTEXT AND PURPOSE

The establishment and ongoing operation of the local advisory committees is to create a mechanism to ensure that Fire and Emergency New Zealand ensure that we hear communities' priorities, needs and risks and we can use that advice effectively in Fire and Emergency New Zealand's local and national planning.

Committee members will undertake local engagement to provide independent advice for the Fire and Emergency Board on what communities' value, their needs, and the risks they face. Members are appointed as individuals to bring to the committee their leadership skills, experience and knowledge of different interest groups in the community.

As exceptional communicators, members will build strong stakeholder relationships and ensure they are independently informed about matters that come before the committee, and contribute their perspectives in the best interests of the community.

KEY ACCOUNTABILITIES

Committee members will be expected to:

- participate fully, frankly and constructively in committee discussions, bringing the benefit of their knowledge, skills, abilities and networks
- attend all committee meetings unless there is another unavoidable commitment, in which case apologies will be given to the Chair
- prepare thoroughly for each meeting, including reading all meeting materials and relevant correspondence
- input into the stakeholder engagement plan
- actively develop and maintain stakeholder relationships so they can continue to represent the needs and risks of the community, to the LAC
- input into reporting, as required
- respect and adhere to consensus decisions reached by the LAC
- have diverse connections with community groups, trusts and professional associations
- exercise confidentiality, discretion and personal sensitivity
- adhere to Fire and Emergency New Zealand policies and guidelines.

EXPERIENCE AND ATTRIBUTES

Local knowledge and engagement

- Is well connected with their community and engages broadly to varying interest groups.
- Understands their communities' relevant risks and needs.
- Can advise on a range of community interests and views in a collaborative leadership style.
- Is an exceptional communicator, both written and oral who enjoys building strong stakeholder relationships.

Skills, experience and qualities

Thinking and analytics:

- risk based and strategic thinker
- ability to tackle a problem by using a logical, common sense and pragmatic approach
- ability to assimilate information and apply it to a community of interest, to inform analysis and identify gaps.

Ethics:

- impartial and acts in good faith - has the ability to separate personal views and their own agenda to represent the needs of the local community and all stakeholders
- honesty, integrity and has a credible reputation in the community
- awareness and appreciation of LAC responsibilities, for example conflicts of interest, confidentiality and operating principles.

Working style:

- ability to work with a broad range of people and ability to communicate and engage with varied audience
- ability to prioritise quickly and identify and progress matters of importance
- ability to communicate clearly and concisely, both verbally and in writing, to a high standard
- applies a collaborative approach, encourages participation and works towards consensus
- has some previous experience of committees (desirable)
- excellent organisational skills.