

Title	Manage fire officer duties		
Level	6	Credits	12

Purpose	People credited with this unit standard are able to: manage the station level activities of fire and rescue personnel; carry out administrative duties; meet strategic planning requirements; and carry out public relations and liaison duties.
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Classification	Fire and Rescue Services > Fire and Rescue Services - Generic Fire Fighting
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Available grade	Achieved
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Prerequisites	Unit 3279, <i>Manage station level duties</i> , or demonstrate equivalent knowledge and skills.
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Guidance Information

- 1 Compliance with the fire and rescue service provider's Health and Safety policy and procedures is mandatory.
- 2 Definitions
Fire and rescue service provider's requirements refer to policies and procedures on safety and operation set down by each fire and rescue service employer or host organisation.
- 3 Assessment against this unit standard may take place under real or practical simulated conditions.
- 4 Legislation and codes relevant to this unit standard include the Health and Safety in Employment Act 1992, Employment Relations Act 2000, Resource Management Act 1991, Privacy Act 1993, Occupational Safety and Health Codes of Practice, Fire Service Act 1975, and Forest and Rural Fires Act 1977.
- 5 The term *depot* can be substituted for the term *station* in this unit standard.

Outcomes and performance criteria

Outcome 1

Manage the station level activities of fire and rescue personnel.

Performance criteria

- 1.1 Policies for the management of staff and resources are applied in accordance with the fire and rescue service provider's requirements.
- 1.2 Duties are prioritised and are communicated to other officers in accordance with the fire and rescue service provider's requirements.
- Range community risk management, operational readiness.
- 1.3 Tasks are delegated to other officers to make the best use of training and experience and to provide for their on-job training in accordance with the fire and rescue service provider's requirements.
- 1.4 Performance outcomes of crews led by other officers are evaluated in accordance with the fire and rescue service provider's requirements.
- 1.5 Strategies for ongoing performance outcomes are expressed clearly in accordance with the fire and rescue service provider's requirements.

Outcome 2

Carry out administrative duties.

Performance criteria

- 2.1 Records and returns are completed in accordance with the fire and rescue service provider's requirements.
- Range station, watch.
- 2.2 Reports and returns completed by other officers are collated and forwarded with comment in accordance with the fire and rescue service provider's requirements.
- 2.3 Budget planning and control activities are met in accordance with the fire and rescue service provider's requirements.

Outcome 3

Meet strategic planning requirements.

Performance criteria

- 3.1 Outcomes of planning tasks are in accordance with the fire and rescue service provider's requirements.
- Range fire plans, civil defence plans, multiple incident plans, business plans.
- 3.2 Preparation of operational plans is reviewed in accordance with the fire and rescue service provider's requirements.

Outcome 4

Carry out public relations and liaison duties.

Performance criteria

- 4.1 Partnerships are developed and maintained on a regular basis with community groups and other emergency services in accordance with the fire and rescue service provider's requirements.
- 4.2 Public relations are maintained in accordance with the fire and rescue service provider's policy guidelines.

Range may include but is not limited to – liaison with the public and specialist groups, responses to media requests.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 March 1995	31 December 2025
Revision	2	21 May 1998	31 December 2025
Review	3	25 March 2004	31 December 2025
Review	4	20 November 2009	31 December 2025
Review	5	30 September 2021	31 December 2025

Consent and Moderation Requirements (CMR) reference

0039

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.