

## Role Description – Emergency Services Officer / Chief Fire Officer

<b>Incumbent:</b>	TBC	<b>Effective Date</b>	TBC
<b>Reports to:</b>	Specialist Safety and Loss Prevention	<b>Business Unit:</b>	Pacific Aluminium
<b>No. of Direct Reports:</b>	0	<b>Division:</b>	NZAS
<b>No. of Indirect Reports:</b>	40	<b>Team:</b>	Commercial and Support Services
<b>Role Band:</b>	L	<b>Location:</b>	Invercargill, NZ
		<b>Financial Authority:</b>	

## Context

Pacific Aluminium (PacAl) is a member of the Rio Tinto group of companies and is a medium sized, geographically dispersed organisation operating in Australia and New Zealand and competing in world commodity markets for primary aluminium. Pacific Aluminium's strategy is based on continually improving its cost competitiveness, ensuring the safe and environmentally sound operations and the realisation of the full potential of its people, technology and physical assets.

NZAS is the sole operating site in New Zealand, 79.36% owned by PacAl and 20.64% owned by Japan's Sumitomo Chemical Company. NZAS is a tolling plant, producing some of the highest purity aluminium in the world. The smelter is a significant supplier of aluminium to Japan and maintains a broad market base including Asia, New Zealand, the United States and Europe.

## Primary Purpose

- The Emergency Services Officer's role is a twofold role; Firstly as the Emergency Services Officer for the NZAS Site, and secondly as the Chief Fire Officer of the onsite Volunteer Fire Brigade, known as the Tiwai Industrial Fire Brigade and is accountable for continuous improvement in areas of risk management on site.
- The Emergency Services team are an integral part of the NZAS operations with a strong focus on continuous improvement and training.
- People development and succession planning are important to our business to assist NZAS to achieve strategic planning objectives.
- The training function is one of ensuring we are fulfilling requirements as per our moral and legal obligation for our Emergency Service Team Members.

## Accountabilities

### Emergency Services Team

- Provide appropriate training and development opportunities for emergency team members ensuring that the training meets or exceeds the Fire and Emergency Standards.
- Develop training plans, risk plans and scenarios in areas of risk across site which includes familiarization with equipment and procedures.
- Develop procedures, Single Point Lessons (SPLs) and Current Best Practice (CBPs) for the emergency services team
- Evaluate training programs, materials and implement to maximize improvement opportunities.
- Provide training that meets the site Fire Fighter Profile and maintain record in Success Factors
- Provide "Pre-Hospital Emergency Care Training" and "Line Rescue" opportunities for emergency services team members.
- Deliver "Fire Extinguisher Initial Training" and assess competency of students.

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- Undertake “Department Trial Evacuations” and provide feedback to Warden(s) / Department Leader(s)
- Provide timely and constructive feedback to Emergency Services Team Members to recognize contribution and to improve performance and behavior.
- Development of Emergency Services Team Members to ensure that expectations are met and skills are maintained to provide continuity in the future.
- Provide resources and develop strategies to improve and maintain the skills of Emergency Services personnel.
- Maintain Emergency Services Officer’s / Chief Fire Officer’s skills by training with fire crews and attending Fire and Emergency training courses to maintain skills.
- Maintain the relationship with Fire and Emergency, Provincial and Sub Associations

## **Disaster Management Recovery**

- Plan annual exercises with appropriate parties and NZAS management.
- Develop plans for training of team members required to participate
- Manage actions arising from these events.

## **General**

- Continuous improvement of the site fire alarm system.
- Conducting fire risk assessments in operational areas and tracking improvement actions through to completion.
- Participation in internal / external audit processes.
- Assisting in the annual insurance survey.
- Meetings as appropriate.

## **Problem Solving**

- Fire System Alarm / Fire Suppression – investigate cause to prevent a reoccurrence.
- Fire Calls – Fire Investigation.
- Assist in TapRoot investigations as appropriate.

## **Key Relationships**

### **NZAS**

- Weekly contact with the Specialist Safety and Loss Prevention to understand the business needs and support requirements.
- Contact with the site SII team, specialist staff and operators associated with regards to the various requirements.
- Contact with Fire Fighters to establish needs of the Brigade and implement appropriate programs.

### **External**

- United Fire Brigades Association of NZ, (UFBA) - engage and consult as required to keep up to date with training requirements, membership and resources.
- Fire and Emergency - engage and consult as required to keep up to date with registration, legal, training, resources, and other requirements.
- Contact with insurers to support insurance requirements to minimize costs.
- Contact with contractor companies as required – Coaching and mentoring re: HSE improvement opportunity

### **Rio Tinto**

- For providing support to other sites and contacts for how other sites are working on specific Fire Brigade issues (shared learning).

## Internal / External Impacts

The Emergency Services Officer / Chief Fire Officer is the interface with many people across site. This requires a good working knowledge of NZAS business processes, legislation, protocols, and contingency procedures, particularly involving disaster management and recovery and HSE compliance.

Knowledge of the site production process and work systems to enable effective support and implementation of risk management processes.

Knowledge of external impacts of the process and impacts of New Zealand government policy on site operations. This role impacts predominantly on the NZAS site.

Understanding of potential internal and external impacts of the projects is a key part of this role, as any potential impacts need to be managed.

## Education & Qualifications

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- A minimum level as a Station Officer in a Fire Brigade (Career or Volunteer).
- Disaster Management Recovery, Six Sigma, Workplace Training and Assessment.

### Relevant Experience

- 5 or more years in a Fire Brigade (Career or Volunteer) as a Station Officer, Senior Station Officer, Deputy Chief Fire Officer or Chief Fire Officer is essential.
- Experience in heavy industry, large scale complex continuous processing operations (utilities, mining, processing, etc)

## Leadership Accountabilities

- Demonstrated ability to lead, mentor and coach other leaders and team members.
- Take accountability and responsibility for own behaviour, performance and development,
- Communication skills to influence, facilitate and encourage peers and Managers to adopt and implement change with regards to specific improvement projects and initiatives,
- Supporting and influencing teams to make improvements for specific projects,
- Proactive approach to hazard identification and control
- Using the skills and knowledge of the broader organisation for NZAS' competitive advantage through a willingness to share ideas actively and persuasively, whilst learning from others, and
- Understanding and using the Pacific Aluminium and NZAS systems, people management models and performance management systems when working with peers, external stakeholders and staff.
- Compliance with applicable statutory requirements
- Applying commercial rigour and discipline to all business decisions and customer relationships.
- Making data based decisions that optimise short and long term operational performance.
- Provide costs and advice to Departments for Fire Suppression / Fire Alarm deficiencies / maintenance.

## Technical Competencies & Skills

### Necessary

- Good written, verbal, numerical, analytical and problem solving skills.
- Strong demonstrated commitment to health, safety, environment & community.
- Knowledge of production safety, environment and training disciplines and issues.
- Self-motivated, can work independently without close supervision.
- Experience in development of procedural documentation.
- Knowledge of change management, risk management and planning.
- Ability to establish strategic direction, create and manage improvement.
- Personal surveillance of own health and management to ensure fitness for work is maintained.
- Cost control and planning skills.
- Systems design, development and implementation skills.
- Comprehensive competency in the use of MS Office.

### Preferred

- Familiarity and competency with the RT Business Solution,
- Technical knowledge of the RT HSEQ Management System (especially Safety), and
- Technical knowledge of the Pacific Aluminium HSE tools and initiatives –Take 5, JSAs Safety Interactions
- Knowledge of Carbon, Reduction and Casting & Logistics processes.
- Record hard copy "Fire Reports" into Safety Suite for each and every fire call and follow up actions to prevent recurrence.
- Working knowledge of Lean Management.
- Knowledge of the smelting process and potential safety concerns.
- Knowledge of Fire Service legislation.
- Familiar with the principles of Health and Safety at Work Legislation.
- Familiar with the principles of ERMA (HSNO).
- Knowledge of Environmental Management Systems (ISO 14001).

## Note

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis. As this is a paid role the CFO is **not** eligible for the Fire Brigade Gratuity.