
Director Corporate Services

The National Fire Authority is responsible under the National Fire Service Act, 1994 for the establishment and maintenance of efficient and effective fire rescue services in Fiji that will protect life, property and business. The NFA is proactive in providing training for personnel and certification of business premises relating to fire risks. NFA aims to increasingly provide professional services, becoming more commercially focused while maintaining compliance and recognition.

Primary Objective of Position

The Director Corporate Services provides management and leadership for the operational and administration support to National Fire Authority.

Key Outcomes

- 1) Operational efficiency and effectiveness of the NFA Corporate Services:
 - * Develop Corporate Service plans in accordance with the NFA strategic direction
 - # Finance
 - # Information Communication and Technology
 - # Human resources
 - # Asset management
 - # Corporate affairs
 - * Annual plan and budget - Corporate Services and NFA
 - * Corporate Services expenditure and budget monitoring
 - * Performance management system:
 - # Establish performance measures
 - # Monitor/control performance against measures
- 2) Developing and improving NFA operational resources
 - * Organisational change/reform
 - * Staff development and training
 - * Teamwork/ team building
 - * Employee relations
 - * NFA infrastructure/CAPEX and administration service equipment
 - * Plant and equipment
- 3) Developing and improving community influence
 - * Proactive involvement in community awareness and education
 - * NFA image in the community/volunteer numbers
- 4) Statutory and NFA operational compliance
 - * Statutory compliant
 - * Operationally compliant - policy and procedures
 - * Health, safety and environmental compliance
 - * Compliance with Government statutory reporting
 - * Participate in regulation or code discussions/forums impacting on NFA
- 5) Informed and supported NFA Management and Board
 - * Timely and efficient reporting
 - * Support services and information reports including Financial and HR
- 6) Professional and advisory service provision

- * Risk assessment methodology and analysis/modelling
- * Strategic planning/Human Capital Management
- * Audit services - financial, operational etc

7) Demonstration of NFA image and value standards at all times.

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence

Competence Description

Business

Business Performance	Establish performance management measures managing adjustments and variations
Risk Management	Develop a risk management plan.
Planning	Develop long term operational or business plans.
Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.
Information Analysis	Evaluate options and make decisions / recommendations based on information provided.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.

Customer

Customer Commitment	Anticipate and devise solutions to meet the customers' future requirements.
Commercial Focus	Manage decisions relating to the ongoing commercial viability of the organization.
Organisational Values	Evaluate organisational activities and behaviours; review and update standards.

People

Leadership	Achieve the vision by establishing clear objectives and empowering units to achieve.
Facilitation	Define the work/problem in broad terms empowering teams to establish objectives, shares accountability.
Negotiation	Lead a negotiation, focusing on the outcomes and needs of each party and building common ground.
Innovation	Improves performance by developing concepts that are unique, leading edge, or new to the organisation.
Learning	Encourage others to discover and realize their potential in line with the future business directions

Professional

Compliance	Provide advice on compliance that requires an interpretation of the laws and regulations.
Financial Application	Develop planning proposals based on corporate and financial modeling.
Technology Application	Identify technological resources and evaluate them for accuracy and suitability.

Operational

Health and Safety

Monitor and design effective and efficient safety programs, policies, or procedures used in multiple locations.

Stock Control

Use supply systems to control supplies and stock lines introducing or deleting items as required to maximise cash flow efficiency.

Interactions

Person Specifications:

Qualifications

Preferred

Degree

Accounting, Business Administration or any other relevant discipline

Desirable

Masters Degree

Master Degree in Finance, Business or related discipline

Higher Degree

Strategic management and leadership

Requirements

Work Knowledge and Experience

Personal Attributes :

Attribute Type

Attribute

Behavioural

Customer Focused
Detail Oriented

Interpersonal

Perceptive
Team Oriented

Thinking

Analytical
Challenger
Conceptual
Initiative
Well Organized

How to apply:

Closing Date: Wednesday, 10 February, 2010