



ROLE DESCRIPTION

POSITION: Assurance Coordinator

LOCATION: Wellington

RESPONSIBLE TO: Secretariat Manager

Context of the Role

The NZSAR Council was established by Cabinet in February 2003. The Council provides high level strategic governance to all search and rescue agencies in New Zealand and its functions are to:

- Provide strong strategic co-ordination for all search and rescue in New Zealand
- Provide strategic policy advice to government
- Be responsible for developing and maintaining a New Zealand search and rescue plan
- Be responsible for establishing a New Zealand search and rescue vision, mission and goals.

The NZSAR Secretariat is administered by the Ministry of Transport. The Assurance Coordinator will be expected to work in a manner consistent with the Ministry while maintaining focus on the NZSAR Council's objectives.

Purpose of the role

To provide and maintain systemic assurance for New Zealand's multi agency SAR system and our international SAR responsibilities to the NZSAR Council.

Direct contribution to the role of the NZSAR Council

This role is responsible to

- Develop, coordinate and maintain an informed system which provides assurance on the capability, robustness and risks within New Zealand's search and rescue sector. Analyse current system and processes to advise and leverage current sector processes in place.
- Provide sector leadership for SAR health and safety matters
- Manage and lead independent contractors to achieve NZSAR Council goals.
- Manage arrangements to plan, coordinate and evaluate search and rescue exercises (SAREXs) to meet NZSAR Council readiness and assurance requirements.
- Manage arrangements to evaluate, verify, assess and report on SAR operational and non-operational performance.

- Evaluate lessons identified (operational and exercise) and apply these to the SAR sector's documentation and continuous improvement cycle.
- Build and maintain sound relationships with SAR and other stakeholders including contractors.
- Manage delegated national SAR support programme activities and programmes.
- Organise and lead delegated SAR forums.
- Undertake other tasks as requested.

Person Specification

Qualifications and Experience

Background/understand of SAR is desirable, but not mandatory

Previous experience in assurance/quality/training role is desirable

Previous knowledge or expertise in using frameworks for the development of processes and systems

Individual Contributor Capabilities

In order to be successful in this role, the following individual capabilities are required:

- **Approachability**

Is easy to approach and talk to; spends the extra effort to put others at ease; is sensitive to and patient with others; is able to get informal and incomplete information in time to react

- **Customer focus**

Is dedicated to meet expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services

- **Ethics and values**

Adheres to an appropriate (for the setting) and effective core set of beliefs during both good and bad times; acts in line with those values; practices what s/he preaches

- **Integrity and trust**

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate manner; keeps confidence; admits mistakes; doesn't misrepresent him/herself

- **Managing and measuring work**

Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work

- **Organising**

Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently

- **Planning**

Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and plans for roadblocks; evaluates results