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Committee Co-ordinating Executive Group (CEG)  
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## **Civil Defence Emergency Management (CDEM) competency framework**

### **1. Purpose**

To update the Co-ordinating Executive Group (CEG) on the Ministry of Civil Defence Emergency Management's (MCDEM) project aimed at delivering an integrated framework of evidence-based competencies for Government and volunteer elements of CDEM, identifying existing opportunities and gaps in professional development, and determining areas for promoting comprehensive and knowledge-based CDEM professional development in New Zealand.

### **2. Proposed outcome**

The CDEM Competency Framework would be evidence based, having been formulated by experts after consulting with practitioners. It would create a common language for the sector and would underpin all the work that these elements of the CDEM sector are involved in. It will be based on international best practice both in CDEM and in professional development.

The CDEM Competency Framework will help to:

- Create a complete definition of CDEM roles in New Zealand
- Create a solid basis for professional development in Government, as well as volunteer in CDEM
- Inform development of career pathways and identify professional development opportunities
- Assist with recruitment and retention
- Promote a professional emergency management service

The project will refine competency statements into specific tools such as training programmes, unit standards or publications, although examples may be used to explain the framework application.

### 3. **Aims and objectives**

The project will be divided into two stages. The aims and objectives for each of these stages are below:

- **Stage 1** - To deliver an integrated framework of evidence based competencies for Government and volunteers in CDEM as a basis for comprehensive and supported CDEM professional development in New Zealand
- **Stage 2** - To conduct a gap analysis which identifies existing learning opportunities, highlights gaps and determines areas for development using mapped competencies

### 4. **Process**

The competencies will be collected through an analytical process using focus groups and working groups of CDEM stakeholders, grouped by the role they currently perform or interact with. The functions they perform in their role will be examined, as will the skills, knowledge and attributes required for that specific role. In this way a collection of both generic and specialist competencies will be developed.

The identified competencies will be available for wider national consultation in the form of an online survey, in which people will identify their role in CDEM, validate the competencies, and determine the level of proficiency required for each competency in relation to their role, as well as the criticality of that competency to their role. The results will be analysed and a framework will be developed to outline the required competencies.

The CDEM Competency Framework will be made available for CDEM stakeholders to use. A gap analysis will be conducted to identify areas for development of training and education.

### 5. **Recommendations**

*That the Co-ordinating Executive Group:*

1. **Receives the report.**
2. **Notes the content.**

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