**TITLE OF POST: COMAH and Resilience Advisor**

**GRADE: SO2 (Pay Spine 26-28)**

**RESPONSIBLE TO: HEAD OF RESILIENCE**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Head of Resilience you are to assist in the provision of a comprehensive service whilst ensuring the effective use of resources. To provide a professional service to employees and department managers in the delivery of exceptional services to our community and key stakeholders.

1 **PROFESSIONAL DUTIES**

1.1 To promote the Service Vision, ‘Creating the Safest Community’.

1.2 To work effectively and efficiently to provide a professional service in the delivery of the department’s aims and objectives.

1.3 To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.

1.4 To maintain appropriate and robust information systems within the department.

1.5 To proactively maintain positive and effective liaison links with organisations and partners as appropriate.

1.6 To prepare the production of a variety of quality information for inclusion in management and departmental reports.

1.7 To ensure complete compliance with current Data Protection Legislation.

1.8 To ensure professional and technical knowledge is up to date and provided as exceptional service to the organisation.

1.9 To proactively identify and recommend areas of potential improvement with professional and/or technical services.

1.10 To professionally represent the function at internal and external meetings and events.

1.11 To be responsible for internal processes and services of professional and/or technical services. This could also require line management responsibilities.

1.12 To support colleagues with complex and escalated work as required.

1.13 To attend internal and external training courses as necessary.

1.14 To undertake any other duties as appropriate to the role.

2 **ROLE SPECIFIC DUTIES**

2.1 Support the Head of Resilience to efficiently manage and deliver functional activities within the Service.

2.2 Advise on the development of strategic organisational projects and activities relative to the work of the department by applying appropriate strategies.

2.3 Develop, implement and maintain policies and procedures across the Authority in accordance with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.

2.4 Co-ordinate the improvement, development, implementation and monitoring of the Authority’s Strategic Plans and assist with strategic planning across the Service.

2.5 Proactively produce improvement reports and action plans to monitor the implementation of recommendations that arise from inspections, audits and efficiency reviews.

2.6 To undertake the role as a Resilience Direct administrator and deliver training and updates to service personnel as necessary.

2.7 Promote good corporate governance and ensure the governance arrangements within the service are implemented in line with Standing Orders and associated policy.

2.8 Represent the Service on groups within the Local Resilience Forum that are commensurate with the Resilience role.

2.9 Develop, introduce and evaluate continuous improvement techniques that support strategic planning, efficiency and other reviews carried out by the Authority.

2.10 Develop and prepare External Emergency Plans for Upper tier COMAH sites in accordance with the COMAH regulations 2015.

2.11 Provide support to the Corporate Communications team with internal and external consultation activities.

2.12 Proactively produce accurate time keeping records to ensure cost recovery.

2.13 Analyse a range of information and guidance to develop and maintain a range of service process improvement techniques.

2.14 Proactively contribute to the support of performance improvement and planning.

2.15 Liaise with other organisations (fire and rescue services, local authorities, etc.) and partner agencies as appropriate.

2.16 To agree the scale, nature and frequency of both live and table top exercise programmes with site operator, emergency services and key partners to ensure compliance with statutory plan validation requirements.

2.17 Prepare, deliver, evaluate and debrief multi agency training and exercises and ensure that learning outcomes are implemented.

2.18 Advise on the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.

2.19 Liaise with and provide advice to Heads of Departments, Senior Leaders and Fire Authority members on our statutory duties under the Civil Contingencies Act, and relationship with Local Resilience Forum partners.

2.20 Promote service improvement through workshops, seminars and presentations and similar events.

2.21 To respond to incidents and major emergencies as required.

3 **HEALTH AND SAFETY (GENERAL POLICY)**

3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-

3.2 Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.

3.3 Work with machinery, equipment and substances in accordance with information and training provided.

3.4 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.

3.5 Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

4 **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.3 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

5 **SAFEGUARDING**

5.1 To promote the application of the Authority’s Safeguarding Policies.

6 **ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.