TITLE OF POST: **COMAH Officer**

GRADE: **Scale 6**

RESPONSIBLE TO: **COMAH Manager**

ROLE PURPOSE:

Under the guidance of the COMAH manager, you are to assist in the provision of a comprehensive support role 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.

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1 SPECIALIST DUTIES AND RESPONSIBILITIES

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 departments 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 operate and 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 DUTIES AND RESPONSIBILITIES

2.1 Support the COMAH manager to efficiently deliver functional activities in relation to the statutory COMAH duty which is provided by the Service.

2.2 Advise on the development of organisational projects and activities, in relation to the work of the department by applying appropriate strategies.

2.3 Develop, implement and maintain COMAH policies and procedures across the Authority in accordance with relevant national policy and ensure compliance in relation to all relevant COMAH 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 undertake training and updates 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 COMAH manager on groups and committees within the Local Resilience Forum that are commensurate with your COMAH duties and the wider 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 Assist with the development and preparation of 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 relevant 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, partner agencies and industry as appropriate.

2.16 To support the COMAH manager with a comprehensive live and table top exercise programme involving site operators, emergency services and key partners to ensure compliance with statutory plan validation requirements.

2.17 Assist with the preparation and delivery of training materials and programmes to Service personnel, multi-agency partners, local authority staff, elected members and external organisations, including seminars, workshops, lectures and presentations, to meet training requirements and to raise awareness of emergency planning issues. This will include the maintenance of associated training records.

2.18 Liaise with and provide advice to Heads of Departments, Senior Leaders, Fire Authority members and Local Resilience Forum partners, on our statutory duties under the Civil Contingencies Act, the Fire Services Act, 2004 and the COMAH Regulations, 2015.

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

2.20 To support the COMAH manager during incidents and major emergencies as required.

2.21 To provide support to the Risk & Resilience department managers with the planning and development of Risk & Resilience policies and procedures, which take into account the statutory duties placed on the Service by the Civil Contingencies Act and associated regulations and guidance.

2,22 To assist the COMAH and Resilience Manager with the development and implementation of the revised National Security Risk Assessment (NSRA)

3 STANDARD DUTIES AND RESPONSIBILITIES

3.1 Comply with, promote and enforce service values, policies and procedures including our Code of Ethics and in particular, challenge behaviour that compromises the Service values or safety.

3.2 Take reasonable care of own health and safety and that of others in line with current policy, procedure and legislation.

3.3 Champion the principles of equality, diversity and inclusion and challenge or escalate any inappropriate behaviour or non-compliance.

3.4 Commitment to promoting the application of the Authority's Safeguarding.

3.5 Demonstrate an understanding and commitment to the Service's Environment Strategy, in relation to the environment and carbon reduction policies.

3.6 Undertake any other duties appropriate to the post.