

Job Description

Position: Assistant Officer (Communications)

Grade: Grade A

Directorate: Environment & Resources Directorate

Reports to: Line superior (As assigned from time to time)

Key Responsibility

In the role of Assistant Officer (Communications) the officer is responsible for the functions and deliverables under the area of responsibility in line with the aims and objectives of the Authority.

Section A

General Employee duties within the assigned responsibilities

1. Perform duties within the provisions of the Environment Resources Authority (ERA) Act, subsidiary and / or related legislation, and that all operations and activities comply with the relevant legal instruments;
2. Contribute to the objectives of the Authority by effectively planning, organising, leading and controlling the assigned responsibilities;
3. Serve as a point of reference for the Authority in the assigned responsibility;
4. The Officer is expected to:
 - a. Liaise and represent the Authority in meetings including but not limited to commissions, committees, Board meetings conferences, public consultation meetings, hearings, mediation, remedial action, legal hearings, tribunal sittings, court sittings within and outside the official working hours of the Authority, both locally and abroad;
 - b. Observe and comply with guidelines and directions as may be issued by Senior Management;
5. Assist to meet the public's expectations regarding the Authority's responsibilities;
6. Inform, advise and report to immediate superiors on matters, developments, issues and cases;
7. Resolve issues and cases that fall within the assigned responsibilities;

8. Analyse, interpret, apply and implement in a timely and appropriate manner any relevant National, and International legislation, directives, procedures, and similar obligations as well as any other relevant documents, and providing information and guidance to other officers within the Authority;
9. Participate in internal and external investigations;
10. Participate in media, awareness-raising and PR activities and campaigns;
11. Address enquiries and complaints and providing information and reports with recommendations;
12. Provide support to other Authority functions as relevant and participating in internal and external meetings;
13. Administer, coordinate, collect, map, report, record, analyse and audit data, logs and information on that is generated both internally and externally outside the Authority;
14. Maintain the Authority systems, databases and website;
15. Contribute to research studies;
16. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority
17. Support and substitute other officers in attaining the Authority's goals and deliverables;
18. Is expected to work outside normal office hours to meet deadlines.
19. Perform other tasks and exercises as required and / or directed by the line superiors or Chief of the Authority.

Section B

Main Duties and Responsibilities through own self and/or through any assigned officers as relevant:

Lead

1. Assist colleagues within the assigned areas of responsibility to ensure the delivery of effective results;
2. Mentor and motivate any direct or indirect employees, endorsing their work, and delegate own authority as authorised by the line superiors;
3. Raise recommendations to improve performance and effectiveness and contributing to the change process;
4. Taking decisions at the appropriate level of responsibility whilst taking into account the Authority policies and procedures, goals and objective;
5. Provide advice to the Authority on developments in both national and international fields within the area of responsibility and where necessary to act as a focal or contact point for the authority;
6. Promote a culture of collaboration, a positive working environment, work ethic and service to the public.
7. Provide service to clients, following established procedure and managerial direction, ensuring the processing of applications according to set parameters

Develop

1. Assist in the reviewing, developing and drafting policies, strategies, programmes, plans, legal documents (including contracts, notices and regulations), procedures, and practices concerning assigned areas of responsibility;
2. Develop and implementing well-researched technically sound actions on generic and particular subjects and situations;
3. Contribute to the identification, development and implementation of strategies and policies to provide effective protection and an integrated and sustainable improvement to the environment;
4. Contribute in the development and implementation of business plans and budgets for the assigned responsibilities;
5. Assist in the development, reviewing and implementing mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate officers and of the unit are attained;
6. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking;
7. Keep abreast with policies, relevant developments in both national and international fields including legislations and policies, procedures, environment issues and decision making processes.

Plan

1. Contribute to the planning of the Team and assigned area of responsibility;
2. Schedule, coordinate and prioritize work within the assigned area of responsibility.

Monitor

1. Assist in the monitoring of business plans, budgets, goals, policies, expenses, objectives, targets, contracts and processes and recommending follow-up actions as appropriate;
2. Appraise operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency;
3. Ensure that the relevant OHSA policies are adhered to and help secure proper regard for public safety in all ERA actions;
4. Ensure that data and the Authority policies are adhered to.

Section C

Job specification duties

The Assistant Officer shall be responsible to deliver the following duties related to Communications, in particular to:

1. Assist in developing, implementing and monitoring communication strategies, plans, reports and processes to support policy implementation, raise awareness, provide information and ensure active participation;
2. Assist in developing, facilitating and supporting communication activities, functions and events;
3. Develop and deliver information in line with quality assured systems and legislation, whether in verbal or published format; and
4. Act as a contact point on communication matters.

Communication Strategy

1. Contribute to the development and implementation of Communication Strategies;
2. Assist and develop events to foster inclusion awareness in Environment within the Authority, stakeholders and the general public;
3. Contribute and advise on various communication aspects including in citizen science; and
4. Conduct research on public interest, target audience, profiles and other communication sources for the effectiveness of policy and communication efforts.

Communication Administration

1. Contribute to the writing and editing of work on the Authority publications including the in-house magazines, journals, articles and annual reports;
2. Facilitate the collection of data for reporting and publication on Environmental indicator trends and analyses;
3. Contribute and facilitate the Authority communication channels including, individuals and other entities;
4. Contribute to policy related matters for the use in PR, social media and other communication channels;
5. Create, populate, maintain and monitor communication databases in line with legal requirements to facilitate the drafting of reports and to contribute to authority projects targeting policy implementation, awareness raising and active participation;
6. Assist in public consultation processes;
7. Ensure legal compliance on communication matters; and
8. Contribute to the collection of information and writing of press releases.

Communication Implementation

1. Develop text and images for the printing of publications, reporting, script writing, transcribing, editing, proof reading, page layout and presentation, translation from Maltese to English and vice versa and following up printing procedures at authorised print establishments;
2. Assist the ERA focal points on communication matters;
3. Facilitate in the setting up of various Authority events including exhibitions and educational campaigns;
4. Assist in the development and maintenance of the content management of the Authority website;
5. Contribute to the review of terms of replies to external queries according to Authority procedures and in line with legislation in this sector; and
6. Assist in the preparation and production of brochures, handouts, leaflets, promotional material and other multimedia programmes.

Section D

Job Entry Requirements

Qualifications

- A minimum Bachelors Degree [MQF Level 6] with a minimum total of 180 ECTS credits in Communication, Marketing or comparable qualification as recognized by NCFHE; or
- Alternatively in case of no First Degree, a Masters Degree [MQF Level 7] with a minimum total of 90 ECTS credits in Communications, Marketing or comparable qualification as recognised by NCFHE.

Personal Skills

- Interpersonal Skills;
- Leadership skills;
- Communication skills;
- Methodological skills.

Attributes

- Reliability & trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player;
- Fluency in both written and spoken Maltese and English.

Organisational Skills

- Administration;
- Research and analysis;
- Coordination;
- Time management;
- Negotiation.