

## Job Description

Position: Assistant Environment Protection Officer (Compliance & Enforcement)

Grade: Grade A

Directorate: Compliance & Enforcement

Reports to: Superior (As designated from time to time)

### Key Responsibility

In the role of AEPO (Compliance & Enforcement), 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:
  - i. 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; and
  - ii. Observe and comply with guidelines and directions as may be issued by Senior Management.
5. Assist to meet the public's demands in line with 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;
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; and
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. Making decisions at the appropriate level of responsibility whilst taking into account the Authority policies and procedures, goals and objectives;
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 subordinates 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; and
4. Ensure that data and Authority policies are adhered to.

## **Section C**

### ***Job specification duties***

The Officer shall be responsible to support the overall operations within the Compliance & Enforcement Unit, ensuring that the overall operations are carried out effectively and efficiently in accordance with any applicable policies, and approved business plans and in liaison with the line superior in particular to:

#### ***Monitoring***

1. Monitor operations including sampling, testing, environmental inspections, and onsite investigations, to appropriate quality standards, in a scientifically valid manner and within set timeframes, and analyse, process, record, map and report same;
2. Monitor and investigate ongoing development, operations and activities;
3. Compile, and/or map reports, photographs and site histories, determine baseline and subsequent situations, and liaise with other officers from the Authority as directed to this effect; and
4. Assist in updating and preparing operational and other risk assessments, propose and implement inspection plans, help formulate targeting regimes and judiciously employ other investigative and compliance tools to maximize adherence with legislation and authorizations, and avoidance or mitigation of any adverse environmental impacts.

#### ***Compliance***

1. Report, act and provide guidance on adverse environmental impacts noticed during monitoring and compliance work;
2. Inspect, vet and check assessments, permit conditions, documents, authorisation tags, and movement of goods;
3. Coordinate with the responsible agencies the follow-up interventions and/or treatment of injured, beached and/or stranded specimens of protected species as appropriate, in acceptable and agreed manners, and facilitate the determination of the causes of any injury or death of said protected specimens and whether illegalities were involved;
4. Assist in auditing monitoring reports, and applications and declarations for compliance certification;
5. Promote compliance, inform, advice, discuss and negotiate with authorized environment operators, and others who are potentially in breach of environmental requirements, so as to regularize positions;
6. Assist in developing and implement targeting and compliance schedules and prioritization regimes for detection work, compliance checks and inspections;
7. Assist in the development, assessment, reviewing and implement as authorized, rigorous compliance, remediation and contingency strategies on generic and particular cases;
8. Assist and take necessary remedial measures and administer punitive steps such that any irregularity, illegality or lack of compliance is prevented, halted, neutralized, removed, remediated and not enjoyed;
9. Conduct investigations and recommend/take appropriate actions;
10. Issue and serve oral and/ or written warnings, stop notices or compliance orders;

11. Issue, serve and pursue administrative, daily and other fines and out of court settlements, and provide recommendations concerning mechanisms and frameworks for such interventions;
12. Contribute to the taking of legal action and take compliance/enforcement-related actions covering concerns related to ERA legislation;
13. Provide reports with recommendations on cases of potential dismissal of environmental applications;
14. Assist in the administration, vetting, approval and liaison with the legal officer, for the recovery of invoices, fees, levies, charges, fines or any other payments, and verify and authorize claims for payments by the Authority; and
15. Liaise with border controls on monitoring, compliance and enforcement issues, check incoming and outgoing goods and species, and enforce and legally pursue CITES, TFS and other Authority obligations.

### ***Enforcement***

1. Seize or block goods, participate in confiscation orders, assist in the confiscation of economic advantage, environmental liabilities, and cancellation or modification of environmental permits, and implement other enforcement tools; and
2. Participate in the commissioning and taking of direct action and assist by implementing remediation exercises, to remove or stop illegalities, infringements and any operations and / or activities creating environmental damage, where necessary with the assistance of the police.

### ***Operations***

1. Plan, monitor, lead, conduct, record, report, and assist in organizing and overseeing environmental survey work, monitoring, compliance and enforcement operations in any part of the national territory, both terrestrial and marine, as necessary;
2. Assist in the management of any seized or confiscated items and specimens under the responsibility of the Unit; and
3. Is expected to perform on call duties and / or work a shift schedule as required.

## **Section D**

### ***Job Entry Requirements***

#### **Qualifications**

- A minimum Bachelor's Degree [MQF Level 6] with a minimum total of 180 ECTS credits in Environmental Sciences/Studies/Assessment, Biology, Chemistry, Ecology, Criminology, Forensic Sciences, Geography, Planning, Architecture, Physics, Engineering or comparable qualification as recognized by NCFHE; or
- Alternatively in case of no First Degree, a Master's Degree [MQF Level 7] with a minimum total of 90 ECTS credits in Environmental Sciences/Studies/Assessment, Biology, Chemistry, Ecology, Criminology, Forensic Sciences, Geography, Planning, Architecture, Physics, Engineering or comparable qualification as recognized by NCFHE.
- This particular job specification requires the candidate to be able to communicate effectively both verbally and in writing in Maltese, therefore a minimum 'O' Level in Maltese is required.

#### **Assets**

#### **Personal Skills**

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

#### **Attributes**

- Reliability and trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player;

#### **Organisational Skills**

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