Job Description

Position: Administrative Officer II (Human Resources)

Grade: Scale 4

Directorate: Corporate Services Directorate

Reports to: Line Superior [as assigned from time to time]

Key Responsibility

In the role of Administrative Officer II (Human Resources), the officer is responsible to ensure the provisions of an effective administrative and secretarial support function within any Unit of the Authority, provide all necessary management information to monitor and control its activities, and ensure that it achieves its objectives as set out in the Business Plan.

Section A

General Employee duties within the assigned responsibilities

1. Perform duties within the provisions of the Authority 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 Employee is expected to:
    a. 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 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 employees within the Authority;

9. Address enquiries and complaints and providing information and reports with recommendations;
10. Provide support to other Authority functions as relevant;
11. Administer, coordinate, collect, map, report, record, analyse and audit data, logs and information that is generated both internally and externally outside the Authority;
12. Maintain the Authority databases;
13. Contribute to research studies;
14. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority;
15. Support and substituting other employees in attaining the Authorities goals and deliverables;
16. Report and assisting the Authority management in HR-related matters; and
17. 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 employee as relevant:

Lead

1. Assist colleagues within the assigned areas of responsibility to ensure the delivery of effective results;
2. Raise recommendations to improve performance and effectiveness and contributing to the change process;
3. Make decisions at the appropriate level of responsibility whilst taking into account the Authority policies and procedures, goals and objective;
4. Promote a culture of collaboration, a positive working environment, work ethic and service to the public.

Develop

1. Assist in reviewing, develop and draft policies, strategies, programmes, plans, legal documents (including contracts, notices and regulations), procedures, and practices concerning assigned areas of responsibility;
2. Develop and implement well-researched technically sound actions on generic and particular subjects and situations;
3. Assist in the development and implementation of business plans and budgets for the assigned responsibilities;
4. Assist in development, reviewing and implementing mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate employees, are attained;
5. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking;

6. Keep abreast with relevant developments in both national and international fields within the assigned responsibility.

Plan

1. Contribute to the planning of the assigned area of responsibility; and
2. Contribute towards the scheduling, coordinating and prioritizing 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 necessary actions as appropriate;
2. Ensure that the OHSA polices are adhered;
3. Ensure that data and document policies are adhered to.

Section C

Job specification duties

The Officer shall be responsible to support the line superior and the Head of the Unit in work related to payroll, time & attendance and any additional administrative support. The Officer shall ensure that the following duties are carried out effectively and efficiently in accordance with any applicable policies, and approved business plans.

1. Processing of Absences and Bookings in the Time & Attendance and Payroll systems.
2. Preparing reports and updates related to Payroll Modules
3. Enrolment of new recruits and allocating authorizers into the HR database.
4. Processing of overtime and time-off requests.
5. Processing of documentation related to progressions and appointments.
6. Assisting the Senior Officer in various monthly reports and yearly reports as required by other entities or management.
7. Assisting the Head of the Unit in collecting data required for creating job descriptions and designs.
8. Assist in collecting data/documents for the annual performance appraisal programme.
9. Helping with enhancing the well-being in the work-environment.
10. Assist in preparing and drafting HR policies, procedures, and other relevant documents.
11. Support the HR office in liaising with the respective Unit on matters relating to insurance, H&S and GDPR.
12. Support the respective unit in administrative needs, including word-processing, typing, scanning and filing of all required documents, reports, minutes, memoranda and correspondence;
13. Use computerised processes for the analysing, inputting or reporting of data;
14. Giving and receiving messages to/from external bodies, members of the public and Authority executives on behalf of the Authority, taking necessarily follow up action, maintaining appropriate confidentiality on all matters;
15. Organise internal and external meetings, keeping proper records of meetings, circulating agendas for meetings and informing meeting decisions to relevant parties;
16. Providing first line customer service, both face to face and over the phone, maintaining good client relations,
17. Ensuring that all correspondence/documents are dealt with according to laid down standards and procedures, including classification, registration, pre-filing action, filing and retrieval of such material/documents;
18. Dealing with internal and external enquiries and referring these to relevant technical or professional officers;
19. Assist in relevant payroll work and using computer-based payroll programs;

Any similar administrative/secretary duties deemed necessary from time-to-time by the Management.

Section D

Job Entry Requirements

Qualifications and Experience

- At least Four (4) O' levels including Maltese, Maths and English [MQF Level 3 Sec Grades 1-5] and
- One (1) relevant 'A' level [MQF Level 4] or higher equivalent full certification and two (2) years relevant working experience.

Knowledge

- Microsoft applications.
- Administration of online HR systems



Assets

Personal Skills

- Interpersonal Skills;
- Supervisory skills;
- Communication skills;

Attributes

- Reliability & trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player.

Organisational Skills

- Administration;
- Coordination;
- Time management.