

Job Description

Position: Senior Officer (Health & Safety)
Grade: Grade C
Directorate: Corporate Services
Reports to: Superior [as assigned from time to time]

Key Responsibility

In the role of Senior Officer (Health & Safety), the officer is responsible to work with the line superior to manage 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, advising and reporting to immediate superiors on matters, developments, issues and cases;
7. Resolve issues and cases that fall within the assigned responsibilities;
8. Participate and represent the Authority in internal and external meetings, training seminars, public consultation, negotiation meetings, hearings, mediation, remedial action, and / or court and tribunal sittings;
9. 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;
10. Participate in internal and external investigations;
11. Participate in media, awareness-raising and PR activities and campaigns;

12. Address enquiries and complaints and providing information and reports with recommendations;
13. Provide support to other Authority functions as relevant and participating in internal and external meetings;
14. Administer, coordinate, collect, map, report, record, analyse and audit data logs and information that is generated both internally and externally outside ERA;
15. Maintain the Authority databases;
16. Contribute to research studies;
17. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority;
18. Support and substitute other officers in attaining the Authorities goals and deliverables;
19. Report and provide effective briefing and correspondence on the assigned tasks and duties regularly with respective superiors;
20. Is expected to work outside normal office hours to meet deadlines;
21. Report and assist ERA management in HR-related matters; and
22. Perform other tasks and exercises as required 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 ERA officers, endorsing subordinates' work, and delegating own authority as authorised by the line superiors;
3. Raise recommendations to improve performance and effectiveness and contributing to the change process;
4. Make decisions at the appropriate level of responsibility whilst considering 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; and
7. Provide service to clients, following established procedure and managerial direction, ensuring the processing of applications according to set parameters.

Develop

1. Review, develop and drafting 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 subjects and situations;

3. Support to the identification, development and implementation of strategies and policies to provide effective protection and an integrated and sustainable improvement to the environment;
4. Support in the development and implementation of business plans and budgets for the assigned responsibilities;
5. Develop, review and implement mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate officers, are attained;
6. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking;
7. Keep abreast with relevant developments in both national and international fields including legislations and policies, procedures, environment issues and decision-making processes; and
8. Contribute to employee development and training.

Plan

1. Plan targets and indicators within the assigned area of responsibility and assisting line superiors in the planning of the Authority objectives and strategies; and
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 necessary actions as appropriate;
2. Appraise operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency;
3. Ensure that OHS policies are adhered to and help secure proper regard for public safety; and
4. Ensure that data and document policies are adhered to.

Section C

Job specification duties

The officer shall be responsible for managing and participating in the development of Health & Safety Policies and related data management reporting, obligations and contribute to the overall aim of any related operations with any applicable policies and approved business plans.

Health & Safety

1. Keep abreast and ensure compliance with all National Occupational Health and Safety regulations;
2. Formulate, update, and oversee Health and Safety procedures in line with the objectives of the Authority;
3. Oversee, coordinate and maintain Health & Safety, Security and proper up keeping of the main premises and other property that falls under the responsibility of the Authority;
4. Respond to and pro-actively secure any Health & Safety matters, hazards or associated risks;
5. Look into assigned accidents and damages and write respective reports;
6. Coordinate and conduct risk assessments to identify and mitigate risks, and follow up on the necessary measures;
7. Develop preventative measures to reduce risks, and promote safe working environments;
8. Ensure that all fixed and movable assets are well maintained, clean, safe and secure at all times;
9. Coordinating works to employees within the unit and any approved works to the service providers always taking into consideration any H&S measures;
10. Ensure adequate First Aid Kits and Automated External Defibrillator (AED) equipment are available in the premises and fleet of the Authority, and ensure that proper training of such equipment is provided;
11. Liaise with HR unit on risk assessments, injuries, wellbeing and other HR related matters;
12. Coordinate VDU tests and ensure that the proper vaccination is provided;
13. Coordinate the distribution, allocation, and record keeping of personal protective equipment (PPE);
14. Ensure that all fixed and movable assets are well maintained, clean, safe and secure at all times;
15. Work as a lead in projects assigned by the Authority;
16. Supervise assigned persons within his/her remit, ensuring effective performance and development;
17. Respond to emergency calls when requested or deemed necessary; and
18. Undertake any other duties which the superior may delegate to him/her, as may be required and which may be updated to meet the requirements of any other area within the Authority.

Administrative Support

1. Support the unit in procurement processes, and ensure overall transparency and efficiency;
2. Carry out market research and perform consultations with contractors, bidders and suppliers;
3. Assist in the formulation and evaluation of call for tenders and their implementation;
4. Up-keep proper stock systems to ensure availability of stocks;
5. Assist in the timely and quality delivery schedules of the procured services and supplies;
6. Keep a proper track record of all authority assets; and
7. Monitor and report on the overall supply chain requirements and performance.

Section D

Job Entry Requirements

Qualifications

- Bachelor's Degree [MQF Level 6] with a minimum total of 180 ECTS credits in Occupational Health & Safety or comparable qualification as recognised by MFHEA.
- Alternatively, in case of no first Degree, a Masters Degree [MQF Level 7] with a minimum total of 90 ECTS credits in Occupational Health & Safety or comparable qualification as recognised by MFHEA.
- This job specification requires the candidate to be able to communicate effectively both verbally and in writing in both Maltese and English; therefore a minimum 'O' Level in Maltese and English are required.

Experience

A minimum of 3 years post graduate experience in support services performing similar work.

Personal Skills

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

Attributes

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



**Daniel Cilia
Director
Corporate Services**

Organisational Skills

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