

Job Description

Position: Senior Officer (PR & Communication)

Grade: Grade C

Directorate: Strategy & Communication

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

Key Responsibility

In the role of Senior Officer (PR & Communication), the Officer is responsible to manage the office, functions and deliverables under the area of responsibility in line with the aims and objectives of the Authority and provide strategic support to the directorates 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. 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 demands 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. 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 assist ERA management in HR-related matters; and
20. 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 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; and
6. Promote a culture of collaboration, a positive working environment, work ethic and service to the public.

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 particular subjects and situations;
3. Assist in the development and implementation of business plans and budgets for the assigned responsibilities;
4. Develop, review and implement mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate officers, 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; and
7. 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. Monitor and assess employee performance;
2. Assist in the monitoring of business plans, budgets, goals, policies, expenses, objectives, targets, contracts and processes and recommending necessary actions as appropriate;
3. Appraise operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency;
4. Ensure that the OHSA policies are adhered to and help secure proper regard for public safety in all ERA actions; and
5. Ensure that data and document policies are adhered to.

Section C

Job specification duties

The Officer shall be responsible to deliver the following duties related to PR and Communication, in particular to:

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

PR & Communication Strategy

1. Assist in the development and implementation of PR & Communication Strategies;
2. Develop events to foster inclusion awareness in Environment within the Authority, stakeholders and the general public;
3. Contribute and advise on various PR aspects including in potential crisis situations; and
4. Conduct research on media coverage, public interest, target audience, profiles and other communication sources for the effectiveness of communication and PR efforts.

PR & Communication Administration

1. Write and edit Authority publications including the in-house magazines, journals, articles and annual reports;
2. Co-ordinate reporting of Environmental indicator trends and analyses;
3. Gather and analyse various media reportage;
4. Coordinate and facilitate the Authority communication channels including media, individuals and other entities;
5. Monitor and advise on information arising from Facebook, Twitter and other and social media sites and authorise replies within the appropriate timelines;
6. Create, populate, maintain and monitor communication and PR 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;
7. Manage assigned public consultation processes;
8. Ensure legal compliance on PR & Communication matters; and
9. Supervise the researching, writing and distributing of press releases to the appropriate channels.

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 NCHFE.

Experience

A minimum of 3 years post graduate experience in Coordinating PR and Communication projects and activities.

Knowledge in web publishing tools and other PR software will be considered as an asset.

Personal Skills

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



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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.

PR & Communication Implementation

1. Develop text and images for the printing of publications and press releases including speech writing, 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. Contribute to / act as the European Environment Agency, National Reference Centre - Communication for Malta;
3. Manage and facilitate in the setting up of various Authority events including press conferences, exhibitions, and educational campaigns;
4. Draft PQ replies and other Ministerial requests and the gathering of the respective data;
5. Manage and develop the content management of the Authority website;
6. Coordinate and review terms of replies to external queries according to Authority procedures and in line with legislation in this sector; and
7. Prepare and supervise the production of brochures, handouts, leaflets, promotional material and other multimedia programmes.