

Job Description

Position: Director Environment & Resources
Grade: Director
Directorate: Environment & Resources
Reports to: Chief Executive Officer of the Authority

Key Responsibility

In the role of Director Environment & Resources, the Employee shall be responsible to manage all the Environment Affairs functions and to ensure the required output as identified from time to time. In doing so the job holder is also responsible to provide effective and strategic support to all other Directorates within the Authority.

Section A

General Employee duties within the assigned responsibilities

1. Performs duties within the provisions of the Authority Act, subsidiary and / or related legislation, and ensures that all operations and activities comply with the relevant legal instruments.
2. Ensures that the objectives of the Authority are met by effectively planning, organising, leading and controlling the assigned responsibilities.
3. Serves 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 direct senior Management.
5. Ensures that the public's expectations regarding the Authority's responsibilities are reached.
6. Informs, advises and reports to immediate superiors on matters, developments, issues and cases.
7. Resolves issues and cases that fall within the assigned responsibilities.

8. Participates and represents the Authority in internal and external meetings, training seminars, public consultation, negotiation meetings, hearings, mediation, remedial action, and / or court and tribunal sittings.
9. Analyses, interprets, applies and implements 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.
10. Leads internal and external investigations.
11. Participates in media, awareness-raising and PR activities and campaigns.
12. Addresses enquiries and complaints and providing information and reports with recommendations.
13. Provides support to other Authority functions as required and participates in internal and external meetings.
14. Ensures that the Administration, coordination, collection of maps, reports, records, analysis and audit data, logs and information that is generated both internally and externally outside the Authority is carried out efficiently and in line with the Authority policies and procedures.
15. Ensures proper management of the Authority databases.
16. Contributes to research studies.
17. Manages and adheres to the Policy Standards, Practices and Procedures set by the Authority.
18. Supports and substitutes other Employees in attaining the Authority's goals and deliverables.
19. Reports and assists the Authority in HR-related matters.
20. Is expected to work outside normal office hours to meet deadlines; and
21. Performs other tasks and exercises as required and / or directed by line senior management.

Section B

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

Lead

1. Leads employees within the assigned areas of responsibility to ensure the delivery of effective results.
2. Mentors and motivates the Authority Employees, endorsing subordinates' work, and delegating own authority as authorised by the line superiors.
3. Raises recommendations to improve performance and effectiveness and constantly ensures that the right mechanism is in place for continuous improvement.
4. Makes decisions at the appropriate level of responsibility whilst taking into account the Authority's policies and procedures, goals and objectives.
5. Provides 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. Promotes a culture of collaboration, a positive working environment, work ethic and service to the public.

Develop

1. Manages the review, development and drafting of policies, strategies, programmes, plans, legal documents (including contracts, notices and regulations), procedures, and practices concerning assigned areas of responsibility.
2. Manages the development and implementation of well-researched technically sound actions on generic and particular subjects and situations.
3. Develops and implements business plans and budgets for the assigned responsibilities in line with the Authority's mission and vision.
4. Develops, reviews and implements mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate employees, are attained.
5. Fosters internal and external stakeholder relationships by liaising, consulting, negotiating, networking.
6. Keeps abreast with relevant developments in both national and international fields; and
7. Analyses needs and possibilities for continued employee development and training both locally and abroad.

Plan

1. Plans objectives, strategies, targets and indicators within the assigned unit or area of responsibility.
2. Schedules, coordinates and prioritises work with a view of delivering the objectives of the Authority.

Monitor

1. Monitors and assesses employee performance.
2. Manages and monitors business plans, budgets, goals, policies, objectives, targets, contracts and processes.
3. Appraises operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency.
4. Ensures that the OHSA policies are adhered to and helps secure proper regard for public safety in all the Authority actions; and
5. Ensures that data and document policies are adhered to.

Section C

Job specification duties

The Director shall be responsible for the overall running of the Environment & Resources Directorate in accordance with any applicable national, EU and international laws.

The Director shall be accountable for the management and control of the Environment & Resources Directorate and is to ensure that the overall operations are carried out effectively and efficiently in accordance with the Authority policies and approved business plans and budgets.

Governance

1. Formulates the strategic vision and direction necessary to meet the statutory obligations in the Environment & Resources Act.
2. Monitors, reviews and strengthens the operations of the direct units, raising recommendations in consultation with management to direct superiors and to the Board of the Authority, and following approval ensures their proper implementation.
3. Monitors, reviews, strengthens and implements the respective environmental and resources procedures in line with the Environment and Resources Act.
4. Ensures effective communication within the Directorate and creates a sense of purpose, promotes and sustains a high level of morale in employees.
5. Ensures good governance and coordination of Environmental and Resources affairs including environmental assessments, permitting, monitoring & compliance, policy and reporting; and
6. Ensures the effective and efficient management of the entrusted resources, safeguards the Authority's assets, prevention and detection of fraud and error.

Strategy

1. Prepares the Environment & Resources Directorate business plan which will translate into an approved financial budget and plans.
2. Monitors National & International environment and resources developments and makes recommendations on Malta's position in relation to relevant Conventions, treaties and similar instruments.
3. Monitors National & International Environment and Resources commitments, develops, supports and achieves business objectives relevant to these commitments; and
4. Assists other Directorates and Chief of the Authority in the drafting and review of strategic measures required in order to support the remit and objectives of the Authority.

Regulatory

1. Manages, as a regulator, the compliance and protection of The Environment in accordance with the Environment Protection Act and any related legal instruments and other obligations arising from National and International fora.
2. Implements and address programmes, raising public awareness, and addressing the broad issues related to National and International obligations.
3. Informs and consults direct superiors and the Board of the Authority on any impacts arising from existing and proposed policy decisions.
4. Takes decisions and endorses approvals on administrative and technical procedures, practices and processes, and delegating own responsibility to employees as and when required in line with Authority policy and processes.
5. Raises recommendations and takes decisions on the entrusted Environment function, including environment assessments, environmental permitting, monitoring & compliance as prescribed by law or as delegated by the Board of the Authority; and
6. Raises recommendations on Legal Instruments and policy direction and decisions related to Environment and Resources.

Operational

1. Develops and allocates employees within the entrusted units in line with approved business plans and budgets while ensuring employee development and training needs.
2. Ensures an effective and efficient implementation of approved projects arising from external funding.
3. Effective liaison, co-operation and negotiation with other Directorates within the Authority, Ministry and other external entities.
4. Assists in the securing of external funding towards the achievement of set goals and objectives of the Authority's business plan.
5. Takes decisions as required, direction, supervision, discipline, development and performance appraisal of the employees under direct responsibility.
6. Authorises expenditure within pre-set budget limits and in line with the Authority Policy and procedures.
7. Addresses the operational requirements outlined in the Environment Protection Act and related legal instruments.
8. Ensures that all reporting obligations are reached within the stipulated timeframes.
9. Supports the achievement of the Authority's objectives through effective programme management systems; and
10. Conducts audit checks and directs the development and implementation of quality systems and activities.

Section D

Job Entry Requirements

Qualifications

- A minimum Bachelor's Degree [MQF Level 6] with a minimum total of 180 ECTS credits in an environment-relevant social or natural discipline including geography, environmental conservation, environmental management, planning, environmental or natural resources, earth systems or comparable qualification as recognised by NCFHE.

Knowledge / Experience

- A minimum of five years, working experience in a management role following graduation.
- An in-depth knowledge of relevant Government legislations.
- Broad knowledge on spatial planning and the impacts on the environment.
- Working experience in a regulatory environment will be considered as an asset.

Assets

Personal Skills

- Interpersonal
- Leadership
- Counselling
- Interviewing
- Communication
- Analytical
- Methodological

Attributes

- Reliability, trustworthiness & flexibility
- Integrity
- Collaborative attitude
- Team player & builder
- Ability to work under pressure.
- Fluency in both written and spoken Maltese and English.

Organisational Skills

- Administration
- Research and analysis
- Coordination

- Time management
- Policy enforcement
- Negotiations

