

Job Description

Position: Officer (Legal Affairs)
Grade: Grade B
Directorate: CEO's Office
Reports to: Superior (as assigned from time to time)

Key Responsibility

In the role of Officer (Legal Affairs), the Officer is responsible to assist the Senior Officer (Legal Affairs) and employees of the Authority in the management of 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 Protection Act (CAP 549), 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. deal tactfully but firmly with official and public pressures;
 - b. 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, media events within and outside the official working hours of the Authority, both locally and abroad;
 - c. 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. Informing, advising and reporting to immediate superiors on matters, developments, issues and cases;
7. Resolving issues and cases that fall within the assigned responsibilities;
8. Participating and representing the Authority in internal and external meetings, training seminars, public consultation, negotiation meetings, hearings, mediation, remedial action, and / or court and tribunal sittings;

9. Analysing, interpreting, applying and implementing 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. Participating in internal and external investigations;
11. Participating in media, awareness-raising and PR activities and campaigns;
12. Addressing enquiries and complaints and providing information and reports with recommendations;
13. Providing support to other Authority functions as relevant and participating in internal and external meetings;
14. Administering, coordinating, collecting, mapping, reporting, recording, analysing and auditing data, logs and information that is generated both internally and externally outside the Authority ;
15. Maintain the Authority databases;
16. Contribute the identification of funding opportunities;
17. Contributing to research studies;
18. Contributing and adhering to the Policy Standards, Practices and Procedures set by the Authority;
19. Supporting and substituting other officers in attaining the Authority's goals and deliverables;
20. Is expected to work outside normal office hours to meet deadlines;
21. Reporting and assisting the Authority's management in HR-related matters; and
22. Performing 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 OHS 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 (Legal Affairs) shall assist in all legal matters pertaining to the Authority, in particular to:

1. Provide the necessary legal advice during the negotiation process on National and International proposed legislation, implementation of existing legislation and on replies including replies to the EU Commission in relation to infringement proceedings, representations during domestic and international meetings as may be required;
2. Carry out any legal vetting and translation of laws, directives and regulations and amendments where applicable;
3. Drafting and vetting of any communication, authorisations and instructions issued by the Authority;
4. Drafting and vetting of any contracts, agreements or other legal instruments entered into by the Authority;
5. Support the Authority on the ratification of multilateral environment agreements;
6. Provide the necessary legal advice in relation to bilateral work with other entities, authorities in the public sector, EU and International networks.
7. Prepare, assist and follow-up and act as a counsel on any particular prosecutions and legal proceedings;
8. Provide legal advice on any legal matters or policy to the Authority as instructed by Chairman, Board Members, Chief Executive Officer and Authority Director's and their delegates;
9. Provide assistance in the preparation and submittal of reports that are in relation to the legal aspects; and
10. Assist the Senior Officer in managing the legal aspects and ensure that the legal positions of the Authority and of the Government are adequately respected and represented.

Section D

Job Entry Requirements

Qualifications

- Bachelor's Degree [MQF Level6] in Law with a minimum total of 180 ECTS credits as recognized by MFHEA and a valid warrant to practice as an Advocate in the Courts of Malta and Gozo.
- 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.

Experience

- Knowledge in Environment and EU Law will be considered as an asset.

Assets

Personal Skills

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

Attributes

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

Organisational Skills

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



Daniel Cilia
Director
Corporate Services

9/6/2021

Compton & Partners
Director
Daniel Gillis