

Job Description

Position: Chief Executive Officer

Reports to the: Chairman

Key Responsibility

The role and responsibilities of the Chief Executive Officer result from Article 11 of the Environment Protection Act, 2015. The following job description should be read in conjunction with such Article.

In the role of Chief Executive Officer, the Employee shall be responsible to execute all ERA Board decisions as well as ensuring that on regular basis develops and advises Board Members on the strategic direction to be followed by the organisation. In addition the job holder is also accountable to ensure that all the Directors within the Authority and their respective functional responsibilities are being performed effectively and efficiently. The employee shall also be the direct link between the Board of Directors under the leadership of the Chairman of the Board and the Executive Team. In addition in fully executing the responsibilities that job holder shall also attend meetings within and outside the Authority as and when directed.

Section A

General Employee duties within the assigned responsibilities

1. The job holder is accountable for the overall management of the Authority in ensuring of reaching its mission, vision and goals while adhering to the legal provisions and the subsidiary legislation. In doing so, the job holder is to execute all managerial functions including but not limited to planning, organising, directing and controlling the Authority's physical, financial and human resources;
2. To work in close collaboration with the Chairman of the Board in ensuring that the policies and strategies are executed in a timely and effective manner;
3. To work in close collaboration with the Directors and Senior Management Team in ensuring a smooth running of the Authority in line with the Strategic Plan approved by the Board of Directors;
4. To work in close collaboration with National and International Organisations thru the respective Directors and Senior Managers;
5. 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;
6. Serves as a point of reference for the Authority in the assigned responsibility;

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7. 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; and
 - b. observe and comply with guidelines and directions as may be issued by direct Senior Management.
8. Ensures that public's demands are reached and are in line with the Authority's responsibilities;
9. Informs, advises and reports to the Chairman on matters, developments, issues and cases;
10. Resolves issues and cases pertaining to the Authority;
11. 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;
12. Actively participates in the analysis & interpretation and 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;
13. Represents the organisation in media campaigns and speaks on behalf of the organisation;
14. Addresses enquiries and complaints and providing information and reports with recommendations; and
15. Provides support to other Authority functions as required and participates in internal and external meetings.

Section B

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

Lead

1. Leads Directors, Top Management and their respective subordinates to ensure the delivery of effective results;
2. Mentors and motivates the Directors, Top Management and respective subordinate in endorsing work, and delegating own authority as authorised by the line superiors;
3. Leads the process towards higher level of total improvement in performance and effectiveness and constantly ensures that the right mechanism is in place to ensure constant re-engineering mechanisms are in place;
4. Leads the team in reaching 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 Chairman of the Board 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. Directs 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. Directs the development and implementation of well-researched technically sound actions on generic and particular subjects and situations;
3. Direct the implementation of business plans and budgets for the assigned responsibilities in line with the Authority's mission and vision;
4. Directs the development and implementation of strategic, tactical and operational 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. Plan the strategic business plans including but not limited to Financial, Strategic, Operations and Tactical in line with the direction by the Board of Directors;

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2. Plan the overall targets of the Authority in line with the direction given by the Board of Directors as well as national and international standards and legal parameters; and
3. In conjunction with the respective Directors plans and approves a scheme of work of the respective Directorates.

Monitor

1. Monitors the overall performance of the Authority;
2. Monitors the strategic process, implementation and results obtained by the respective Directorates;
3. Appraises operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency; and
4. Ensures that data and document policies are adhered to.

Section C

Job specification duties

The Chief Executive Officer shall be responsible for the overall running of the Authority in line with the direction given by the Board of Directors thru the Chairman of the Authority or any other person delegated on his/her behalf and in accordance with the Environment and Resources Act and any related legal instrument.

Governance

1. Monitors, reviews and strengthens the operations of the direct units, raising recommendations in consultation with Board of Directors and Management to direct the Authority in line with its principal objective as outlined in the legal framework;
2. Monitors, reviews, strengthens and implement the Authority's processes and procedures in line with the Environment and Resources Act;
3. Ensures effective communication within the Board of Directors thru the Chairman and create a sense of purpose, promote and sustain a high level of morale in employees;
4. Ensures good governance and coordination within the Authority; and
5. Ensures the effective and efficient management of the entrusted resources, safeguard the Authority's assets, prevention and detection of fraud and error.

Strategy

1. Formulates the strategic plan for the Authority and work in tandem with the Board of Directors thru the Chairman to meet with the statutory obligations in Environment & Resources;
2. Advises the Board of Directors on technical, commercial and legal issues, amongst others in order to ensure good governance and in ensuring that the objectives set forth at the beginning of the year are achieved as agreed; and
3. Provides technical advice to the Authority as may be required from time to time by the Board.

Operations

1. Takes decisions and endorse 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;
2. Raises recommendations and take decisions on the whole Authority as prescribed by law or as delegated by the Board of directors;
3. Raises recommendations on Legal Instruments and policy direction and decisions related to the Authority;
4. Effective liaison, co-operation and negotiation with other Directorates within the Authority, Ministry and other external entities;
5. Addresses the corporate services requirements outlined in the Environment and Resources Act and related legal instruments;

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6. Supports the achievement of the Authority's objectives through effective programme management systems;
7. Designs, develops and updates Corporate Services policies and procedures and related material with other employees of the Directorate;
8. Conducts audit checks and direct the development and implementation of quality systems and activities; and
9. Effectively monitors, guides, control and direct all technical, legal and support functions within the Authority namely ICT, HR, Finance and Administration.

Section D

Job Entry Requirements

Qualifications

A Bachelors Degree [MQF Level 6] with a minimum total of 180 ECTS credits as recognized by NCFHE.

Ideally be in possession of Masters Degree in Management (MQF Level 7) with a minimum total of 90ECTS credits or comparable qualification as recognised by NCFHE.

Knowledge / Experience

- A minimum of five (5) years post graduate experience in a senior management role;
- Strong Finance, Human Resource, ICT and Administration knowledge preferably with an in-depth knowledge of relevant Government policies.

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;
- Negotiation.