

Job Description

Position: Assistant Director (Corporate Services)

Grade: Assistant Director

Directorate: Corporate Services

Reports to: Director Corporate Services

Key Responsibility

In the role of Assistant Director (Corporate Services), the Employee shall be responsible to manage the Corporate Services Directorate functions as directed by the Authority and to ensure the required output as identified from time to time. In doing so the Employee 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 Environment Protection Act (CAP 549), 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. Assist to meet public's demands regarding the Authority's responsibilities;
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 OHS&A 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 Assistant Director should endeavour to ensure that the overall running of the Corporate Services Directorate is in accordance with the directions given by the line Director, applicable laws and in accordance with the Authority policies and approved business plans and budgets.

The Assistant Director shall be accountable for the ongoing management of those units, as directly assigned by the line Director which may currently include Operations, IT&T, Human Resources, Finance and Administration and or other changes in Directorate's portfolio.

Strategy

1. Assists in the formulation of the strategic plan for Corporate Services and assists the Authority to meet the statutory obligations in the Environment Protection Act (CAPS49);
2. Monitors the implementation of the Corporate Services remits, develop, support and achieve business plan objectives which are relevant to these commitments;
3. Assists other Directorates and CEO of the Authority in the drafting and review of strategic measure; and
4. Provides strategic advice as may be required from time to time to the ERA Boards and committees, CEO, line Director and other Directorates of the Authority on all Corporate Services matters.

Governance

1. Monitors, reviews and strengthens the operations of the direct units, raising recommendations in consultation with the Line Director and following approval ensures their proper implementation;
2. Ensures effective communication within the Directorate and creates a sense of purpose, promotes and sustains a high level of morale within its officers;
3. Ensures good governance and coordination within the Authority through audit checks and direct the development and implementation of quality systems and activities;
4. Raises recommendations, takes decisions and endorses approvals on Corporate Services matters as directed by the line Director;
5. Ensures effective and efficient implementation of the approved projects that fall within the responsibility of the Directorate;
6. Supports the achievement of the set objectives through effective programme management;
7. Manages service providers that fall under the responsibility of the Corporate Services Directorate; and
8. Designs, develops and updates Corporate Services policies, procedures and related material, concurrently ensuring observance of GDPR and gender equality policies or any relevant legal tools.


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Director
Corporate Services
Version 1

Operations

1. Develops, reviews and evaluates in collaboration with other Directorates and Management of the Authority the project implementation and procurement strategic plan;
2. Manages and authorises purchases carried out by the Authority, in line with appropriate regulations and policies; and
3. Manages the project implementation functions through project reviews, inspections and onsite investigations and ensures adherence with local and EU legislation.

IT&T

1. Develops, reviews and evaluates in collaboration with other Directorates and Management of the Authority the strategic plan for information technology and telecommunication;
2. Manages, monitors, analyses, reports and recommends on the overall IT&T systems and performance to Management, ensuring that software applications and hardware meet with the needs of the Authority employees and clients; and
3. Oversees IT&T operational planning including office automation, end-user computing, information systems development, network, communications and systems/user support functions.

Human Resources

1. Assists on the necessary support required to the Authority on any restructuring exercise, capacity building and the deployment and control of employees;
2. Ensures that proper systems are in place to confirm attendance, training, other related operational needs including payroll and the timely execution of any related data and reporting; and
3. Takes decisions on recruitment, supervision, discipline, development, and performance appraisal of the employees under direct responsibility and support the Authority in this regard.

Finance

1. Ensures proper cash management systems are in place, processing of bank payments within pre-set budget limits and authorisations;
2. Ensures corporate financial governance through a set of financial policies and procedures; and
3. Ensures the submission of the annual business plan and budgets, monthly management accounts, audited accounts, and respective reports.

Administration

1. Ensures the effective and efficient management of assets and resources entrusted by the Authority, ensuring prevention and detection from fraud and error;
2. Assists the unit in the organisation and support of the Authority's social activities and events; and
3. Ensures proper management of the Authority's premises, cleaning and maintenance, customer care, security, fleet management registry functions and Health and Safety.

Section D

Job Entry Requirements

Qualification

- Bachelor's Degree (MQF Level 6) with a minimum of 180 ECTS credits as recognised by MFHEA.
- Alternatively, a Master's Degree (MQF Level 7) with a minimum of 90 ECTS credits as recognized by MFHEA.

Knowledge / Experience

- A minimum of five years post graduate experience in a management role;
- Versed in Finance, Human Resource, IT&T, Operations and Administration; and
- Working experience in a regulatory environment will be considered as an asset.

Personal Skills

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

Attributes

- Reliability & trustworthiness & flexibility;
- Integrity;
- Collaborative attitude;
- Team player & buldler;
- Ability to work under pressure;
- Fluency in both Maltese and English.

Organisational Skills

- Administration;
- Research and analysis;
- Coordination;
- Time management;
- Policy enforcement;
- Negotiations


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