

Job Description

Position: Assistant Environment Protection Officer (Environmental Permitting)

Grade: Grade A

Directorate: Regulatory Affairs

Reports to: Superior (As designated from time to time)

Key Responsibility

In the role of AEPO (Permitting), the Officer is responsible for 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 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. Liaise and 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 expectations 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. 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;
9. Participate in internal and external investigations;

10. Participate in media, awareness-raising and PR activities and campaigns;
11. Address enquiries and complaints and providing information and reports with recommendations;
12. Provide support to other Authority functions as relevant;
13. Administer, coordinate, collect, map, report, record, analyse and audit data, logs and information on that is generated both internally and externally outside the Authority;
14. Maintain the Authority systems, databases and website;
15. Contribute to research studies;
16. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority
17. Support and substitute other officers in attaining the Authority's goals and deliverables;
18. Is expected to work outside normal office hours to meet deadlines and
19. Perform other tasks and exercises as required and / 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 any direct or indirect employees, endorsing their work, and delegate own authority as authorised by the line superiors;
3. Raise recommendations to improve performance and effectiveness and contributing to the change process;
4. Making 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;
6. Promote a culture of collaboration, a positive working environment, work ethic and service to the public.
7. Provide service to clients, following established procedure and managerial direction, ensuring the processing of applications according to set parameters

Develop

1. Assist in the reviewing, developing and drafting policies, strategies, programmes, plans, legal documents (including contracts, notices and regulations), procedures, and practices concerning assigned areas of responsibility;
2. Develop and implementing well-researched technically sound actions on generic and particular subjects and situations;
3. Contribute to the identification, development and implementation of strategies and policies to provide effective protection and an integrated and sustainable improvement to the environment;

4. Contribute in the development and implementation of business plans and budgets for the assigned responsibilities;
5. Assist in the development, reviewing and implementing mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate officers and of the unit are attained;
6. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking;
7. Keep abreast with policies, relevant developments in both national and international fields including legislations and policies, procedures, environment issues and decision-making processes.

Plan

1. Contribute to the planning of the Team and assigned area of responsibility;
2. Schedule, coordinate and prioritize work within the assigned area of responsibility.

Monitor

1. Assist in the monitoring of business plans, budgets, goals, policies, expenses, objectives, targets, contracts and processes and recommending follow-up actions as appropriate;
2. Appraise operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency;
3. Ensure that the relevant OHSA policies are adhered to and help secure proper regard for public safety in all ERA actions;
4. Ensure that data and the Authority policies are adhered to.

Section C

Job specification duties

The Officer shall be responsible to assist in the coordination and participation in the permitting process of the Authority and contribute to the overall aim of environmental protection, conservation and improvement.

Administration

1. Assist in the preparation, interpretation, implementation and application of environmental permitting objectives and procedures, work plans and performance monitoring programmes;
2. Develop capability in environmental permitting functions, and guide other colleagues accordingly;
3. Assist in the development and application of tools and mechanisms for effective environmental permitting, including GIS-based systems for analysis of relevant environmental issues.

Permitting processes and procedures

1. Assist and participate in the effective delivery, day-to-day management and coordination of environmental permitting processes; and promote better integration of environmental considerations into decision-making through relevant environmental permitting tools;
2. Coordinate the processing of environmental permits as appropriate, ensure seamless and concerted follow-up of cases across the Authority;
3. Research, review and advise on emerging environmental issues, policies, procedures, legislation, Conventions, Protocols and EU documents, related to environmental permitting processes as may be required; and to contribute to the drafting of recommendations and positions on such matters; Contribute to the development of guidance documents, plans, policies and programmes relevant to the environmental permit issues, and ensure that they are kept updated and relevant whilst ensuring conformity with established standards and practices;
4. Implement the necessary permitting functions in a technically-competent, coordinated, comprehensive and consistent manner;
5. Apply technical knowledge, skills and professional judgement; and act as a team player with other staff and across teams, in order to attain effective environmental permitting;
6. Analyse, review, streamline and update environmental permitting methods, standards, procedures and practices to contribute towards improved effectiveness and coordination of such permits;
7. Assist in the mapping of environmental permitting processes and related decision-making procedures; and to the development and updating of standard operating procedures and flowcharts.

Technical

1. Understanding and following environmental permitting processes, from pre-permit consultation, through to the process termination at the point of decision;
2. Coordinate an assigned case load of environmental permits in an effective and timely manner;

3. Record and assist in the process consultations on permit applications;
4. Carry out systematic, integrated and technically-competent evaluations of possible environmental impacts, implications, alternatives and solutions in relation to environmental permits. In particular:
 - a. Review draft policies, plans, programmes, applications, reports, studies, drawings and other relevant documentation;
 - b. Take into consideration all relevant strategic, site-specific and detailed environmental issues; environmental policies, legislation, regulations and standards; environmental sensitivity of affected sites/areas, including their context, topographical and environmental characteristics, protected and designated areas and important environmental features and concerns;
 - c. Carry out site inspections, on-site surveys, research and statistical analysis as appropriate; and compile evidence including taking of photographs or measurements; Interpret cartographic, photographic, archival and other relevant information, the physical environment, site characteristics and topographical features; Review and analyse site/case histories, including comparison of aerial photos, base maps, enforcement cases, permits, previous responses, etc.;
 - d. Identify and analyse environmental impacts, issues and implications (including those of a cumulative, synergistic, direct, indirect, consequential, permanent, temporary or unclear nature) and their expected significance, magnitude, duration, timing, geographic range and area of influence, as may be relevant and proportionate;
 - e. Consider possible alternatives, and pre-emptive, mitigatory or compensatory measures to avoid, reduce, offset, remedy or reverse environmental impacts or to facilitate follow-up action;
 - f. Liaise with other colleagues and teams and engage with environmental specialists, experts, stakeholders and the public as appropriate; and carry out consultations and participate in meetings, communications and public hearings as appropriate;
 - g. Provide technical guidance and prepare specifications or Terms of Reference for any required submissions including detailed environmental studies, revised drawings, works method statements, and post-permitting monitoring;
 - h. Coordinate integrated responses and recommendations in a timely, effective, comprehensive and honest manner; and
 - i. Maintain records and carry out statistical and information/data analysis related to environmental permitting.
5. Adopt a strategic approach to environmental permitting, and advise on their possible significant environmental issues and impacts; and
6. Participate in strategic environmental monitoring and strategic auditing of environmental permitting to determine: their effectiveness in influencing decisions and addressing environmental issues; conformity with requirements, standards, procedures and legal obligations; and any required improvement.

Presentation, reporting and decision-making

1. Analyse, report and present outcomes of environmental permits in a robust, honest, structured and technically-justified manner to inform and explain the basis of decisions and recommendations;

2. Report and follow-up the Authority's authorisation position and recommendations;
3. Prepare and deliver effective reports and presentations on environmental permits, including recommendations and actions to be taken forward in relevant decisions or other appropriate fora; and
4. Report the outcome of environmental permits, including recommended actions and suggested conditions to enable follow-up and coordination of other regulatory functions of the Authority.

Section D

Job Entry Requirements

Qualifications

- A minimum Bachelors Degree [MQF Level 6] with a minimum total of 180 ECTS credits in Biology, Chemistry, Physics, Geography, Geology & Geomorphology, Engineering or Maths or comparable qualification as recognized by MFHEA; or
- Alternatively in case of no First Degree, a Masters Degree [MQF Level 7] with a minimum total of 90 ECTS credits in Biology, Chemistry, Physics, Geography, Geology & Geomorphology, Engineering or Maths or comparable qualification as recognized by MFHEA.
- 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.

Assets

Personal Skills

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

Daniel Cilia
Director
Corporate Services

19/11/2026

Attributes

- Reliability and trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player.

Organisational Skills

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

11/11/11