

Job Description

Position: Assistant Officer (PR & Communication)

Grade: Grade A

Directorate: PR & Communications Office

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

Key Responsibility

In the role of Assistant Professional Officer PR & Communication, 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:
 - i. 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; and
 - ii. Observe and comply with guidelines and directions as may be issued by Senior Management;
5. Assist to meet the public's demands in line with 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. Participate and represent the Authority in internal and external meetings, training seminars, public consultation, awareness raising, negotiation meetings, hearings, mediation, remedial action, and / or court and tribunal sittings;
9. 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;
10. Participate in internal and external investigations;
11. Participate in media, awareness-raising and PR activities and campaigns;
12. Address enquiries and complaints and providing information and reports with recommendations;
13. Provide support to other Authority functions as relevant and participating in internal and external meetings;
14. Administer, coordinate, collect, map, report, record, analyse and audit data, logs and information on that is generated both internally and externally outside ERA;
15. Maintain the Authority systems, databases and website;
16. Contribute to the identification of funding opportunities;
17. Contribute to research studies;
18. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority in a timely, technically competent, honest, consistent and client oriented manner;
19. Support and substitute other officers in attaining the Authority's goals and deliverables;
20. Report and provide effective briefing and correspondence on the assigned tasks and duties regularly with line superiors;
21. Is expected to work outside normal office hours to meet deadlines.
22. 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 objectives;
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. Monitor and assess employee performance;
2. Assist in the monitoring of business plans, budgets, goals, policies, expenses, objectives, targets, contracts and processes and recommending follow-up actions as appropriate;
3. Appraise operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency;
4. Ensure that the relevant OHS&A policies are adhered to and help secure proper regard for public safety in all ERA actions;
5. Ensure that data and Authority policies are adhered to.

Section C

Job specification duties

The Officer shall be responsible to support the overall operations within the PR and Communications Unit, ensuring that the overall operations are carried out effectively and efficiently in accordance with any applicable policies, and approved business plans and in liaison with the line superior in particular to:

1. Assist their superior to draw up, implement and facilitate the monitoring of PR & communication strategies, plans, reports and processes to support policy implementation, raise awareness, provide information and ensure active participation;
2. Contribute to the development and administration of PR and Communication activities, functions and events;
3. Develop and deliver information in line with quality assured system and legislation, whether in verbal or published format; and
4. Act as the delegated Authority's main external point of reference on communication and PR matters, as may be required.

PR & Communication Strategy

1. Assist the HR office to develop initiatives including those to create a positive impact on employee health and wellbeing;
2. Play a role in planning, developing and implementing PR Strategies;
3. Assist in the development of events to foster inclusion awareness in the Environment within the Authority, stakeholders and the general public, and lead on their administration;
4. Assist in the drawing up of various PR aspects including those in potential crisis situations; and
5. Assist in developing research output on media coverage, public interest, target audience, profiles and other communication sources for the effectiveness of communication and PR efforts.

PR & Communication Administration

1. Contribute to the development of effective quality assured systems and standards in line with legislation in this sector;
2. Implement quality standards, systems and records management for the Communications and PR processes of the Authority;
3. Administer PR and communication research;
4. Write and edit Authority publications including the in-house magazines, journals, articles and annual reports;
5. Contribute to the drawing up reports of Environmental indicator trends and analyses;
6. Gather and assist in the analysis of various media reportage;
7. Facilitate the administration of the Authority communication channels including media, individuals and other entities;

8. Proactively monitor information arising from Facebook, Twitter and other social media sites and draft replies within the appropriate timelines to management for endorsement;
9. Assist in the creation, population, maintenance and monitoring of communication and PR databases in line with legal requirements, so as to contribute to the drafting of reports and authority projects targeting policy implementation, awareness raising and active participation;
10. Facilitate the assigned public consultation processes;
11. Ensure legal compliance on PR & Communication matters; and
12. Facilitate the researching, writing and distribution of press releases to the appropriate channels.

PR & Communication Implementation

1. Develop draft text and images for the printing of publications and press releases including speech writing, reporting, script writing, transcribing, editing, proof reading, page layout and presentation, translation from Maltese to English and vice versa and following up printing procedures at authorised print establishments;
2. Contribute and facilitate the role of European Environment Agency National Reference Centre - Communication for Malta;
3. Facilitate the development and monitor the Authority-media interface with the public;
4. Contribute to effective liaison with other relevant entities to support policy implementation, raise awareness, provide information and ensure active participation;
5. Facilitate the setting up of various Authority events including press conferences, exhibitions, and educational campaigns;
6. Draft PQ replies and other Ministerial requests and the gathering of the respective data;
7. Contribute to the development of content management of the Authority website;
8. Develop and review terms of replies to external queries according to Authority procedures and in line with legislation in this sector; and
9. Contribute to the development of brochures, handouts, leaflets, promotional material and other multimedia programmes.

Section D

Job Entry Requirements

Qualifications

- A minimum Bachelors Degree [MQF Level 6] with a minimum total of 180 ECTS credits in Communication, Marketing or comparable qualification as recognized by NCFHE; or
- Alternatively in case of no First Degree, a Masters Degree [MQF Level 7] with a minimum total of 90 ECTS credits in Communications, Marketing or comparable qualification as recognised by NCFHE.
- 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 on web publishing tools, use of media monitoring tools, audio and video digital recording and conversation and other PR software will be considered as an asset.

Assets

Personal Skills

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

Attributes

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


Daniel Zilia
Director
Corporate Services

Organisational Skills

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