

Job Description

Position: Unit Manager (Environment Coordination)

Grade: Grade E

Directorate: Environment & Resources

Reports to: Line Superior (as assigned from time to time)

Key Responsibility

In the role of Unit Manager (Environment Coordination), the employee is responsible to oversee and manage the office, functions, and deliverables under the area of responsibility in line with the aims and objectives of the Authority and provide strategic support to the directorates of the Authority.

Section A

General Employee Duties within the assigned responsibilities

1. Perform duties within the provisions of the Authority 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 Employee is expected to:
 - i. 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.
 - ii. 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. 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, 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 Employees 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 that is generated both internally and externally outside Authority's.
15. Maintain the Authority databases.
16. Contribute to research studies.
17. Contribute and adhere to the Policy Standards, Practices and Procedures set by the Authority.
18. Support and substitute other Employees in attaining the Authority's goals and deliverables.
19. Report and assist Authority's management in HR-related matters.
20. Is expected to work outside normal office hours to meet deadlines.
21. 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 Employees as relevant:

Lead

1. Lead employees within the assigned areas of responsibility to ensure the delivery of effective results.
2. Mentor and motivate Authority's employees, endorse subordinates' work, and delegating own authority as authorised by the line superiors.
3. Raise recommendations to improve performance and effectiveness and driving change.
4. Make 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 requests, clarifications or applications according to set parameters.

Develop

1. Oversee, review, develop and drafting policies, strategies, programmes, plans, legal documents (including contracts, notices, and regulations), procedures, and practices concerning assigned areas of responsibility.
2. Oversee, develop, and implement of well-researched, technically, and scientifically rigorous actions and strategies on generic and particular subjects and situations.
3. Oversee, develop, and implement business plans and budgets for the assigned responsibilities in line with the Authority mission and vision.
4. Oversee, develop, review, and implement mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate employees, are attained.
5. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking.
6. Keeping abreast with relevant developments in both national and international fields.
7. Analyse needs and possibilities for continued employee development and training both locally and abroad.

Plan

1. Plan objectives, strategies, targets and indicators within the assigned Team or area of responsibility.
2. Schedule, coordinate and prioritize work with a view to deliver the objectives of the Authority.

Monitor

1. Monitor and assess employee performance.
2. Monitor business plans, budgets, goals, policies, objectives, targets, contracts, and processes.
3. Appraise operations within the assigned area of responsibility to ensure effectiveness, proportionality, and consistency.
4. Ensure that the OHSA policies are adhered to and help secure proper regard for public safety in all Authority's actions.
5. Ensure that data and document policies are adhered to.

Section C

Job Specification Duties

The Officer shall be the main point of reference and accountable for the management and control of the Environment Coordination Unit. The Officer shall be responsible for ensuring that the overall functions relevant to such Unit and the Authority are carried out effectively and efficiently in accordance with the following, *inter alia*:

- Any applicable national, EU and international laws, obligations and commitments;
- Authority policies, standards, and processes;
- Strategic, thematic, and operational requirements;
- Approved business plans and budgets; and
- Any other functions as directed by the respective line superiors.

Such duties shall be carried out in liaison and collaboration with other Units with a view to reaching the Units' objectives.

The Officer shall be the main point of reference for the assigned areas with the Authority's Management, particularly by highlighting important issues to Management whilst providing strategic direction on the course of action to be taken. The officer shall also assist Management in fulfilling their roles within different local and international fora, bodies, and networks; and in contributing to the maintenance of the Authority's high public profile.

The relevant officer shall also lead in the implementation of the relevant duties and functions as included below, *inter alia*:

Overall Responsibility and Administration

1. Implement the necessary environmental functions in a robust, honest & trustworthy, structured technically competent, coordinated, comprehensive and consistent manner and as directed by the line superior or by the Authority, directly contributing to the overall aim of environmental protection, conservation, management, and improvement.
2. Develop, lead, manage, implement and contribute to issues linked with environment and resources and the related objectives and procedures, work plans, memoranda, assessments, audits and performance monitoring programmes within the responsibility of the Environment and Resources Directorate, including issues relevant to various matters pertaining to national affairs, which would include *inter alia* aspects linked with strategic, operational, thematic, permitting and assessment issues; data management and reporting; communication and outreach; cross-cutting and horizontal aspects; other regulatory aspects; as well as other areas relevant to the Environment and Resources Directorate;
3. Manage, develop, analyse, implement, and participate in the aspects linked with mechanisms, procedures and practices for the development, monitoring, assessment, data management, quality control and auditing of functions of the Directorate or other issues relevant to the Authority's functions and related measures, in liaison with other employees and Directorates and relevant competent authorities and third parties.

4. Analyse, report, present and approve outcomes of environment and resources functions to inform and explain the basis of decisions and recommendations.
5. Lead, manage and, or participate in relevant site inspections and monitoring and surveillance exercises and provide technical support and assistance to other colleagues, Units and Directorates in relation to such activities.
6. Coordinate, manage, prepare, and deliver effective reports and presentations on environment and resources functions, including recommendations and actions to be taken forward in relevant decisions or other appropriate fora; and
7. Identifying gaps in the Authority's needs and obligations as well as any inter-agency overlaps, providing effective advice and recommendations technical input to address such issues in both a strategic and tangible manner.
8. Actively contribute to sound data and information management, in the process establishing, maintaining and managing, data management systems and registers for environmental data management and reporting, including, inter alia, the management and use of environmental tools and reporting; systems to ensure implementation and recording of performance indicators; records or information or datasets as a resource; and their appropriate dissemination, according to the needs of the Authority and the public, in line with the Authority's mission and vision.
9. Continuously advise Management on possible funding programmes and projects ideas; develop projects and mechanisms and processes for the implementation of such plans or projects; and manage and oversee the implementation of the these, so as to deliver maximum value through funding processes in relations to the Authority's Strategy and legal obligations.
10. Promote better integration of environmental considerations into decision-making through relevant processes and tools.
11. Analyse and identify any required capacity building, including budgets and other resources as well as infrastructure requirements emerging from national, EU and international policy and commitments, providing guidance and advice on the development of these in connection with the various functions of the Environment and Resources Directorate.
12. Contribute and follow-up on the Business Plan of the Authority and liaise with Management to ensure implementation and secure national funds.
13. Compile relevant reports, memoranda and other relevant tools and documents and ensure the submission of timely and quality reports to the relevant national and international bodies.
14. Lead, manage coordinate, assist and, or advise Management in relation to communications, public relations and outreach, environmental education and awareness and public participation aspects relevant to the functions of the Authority.
15. Lead, manage, oversee and, or assist Management in public events and public consultation processes, where and as relevant; and actively participate in outreach, communication and public participation functions as directed by the Authority, supporting the public relations and communications function of the Authority.
16. Lead, participate and, or assist in related national, EU and International fora and working committees, as appropriate.

17. Lead and coordinate research and innovation in relation to environment and resources relevant to the Authority, implementing it through relevant measures, and provide related training to employees in such matters and other related innovation and spatial technology.
18. Provide technical guidance to other colleagues and subordinates accordingly and to other Directorates as required and ensure the application of technical knowledge, skills, and professional judgement, acting as a team player with other colleagues and across teams.
19. Overseeing administrative issues and related activities linked with the Unit/Units in question, in the process also administering the operations of the Unit/Units and assign and monitor tasks of employees under own supervision.

Section D

Job Entry Requirements

Qualifications

- A minimum bachelor's degree [MQF Level 6] with a minimum total of 180ECTS credits in any environmentally relevant social, natural, or applied science in any one of the following:
 - Environmental Planning, Environmental Management, Environmental Law, European Studies, International Relations, Environmental Sciences, Natural Sciences, Resources Management, Earth Systems, Biology, Ecology and Environmental Conservation, Economics, Commerce, Information Technology, Information Resources, Spatial Technology, Chemistry, Geography, Geosciences, Physics, Communications, or comparable qualification as recognised by MFHEA. Education degrees in the identified subjects is also considered as eligible.
- Alternatively, in case of no First Degree, a Master degree [MQF Level 7] with a minimum total of 90 ECTS credits in any environmentally relevant social, natural, or applied science in any one of the following:
 - Environmental Management, Environmental Law, European Studies, International Relations, Environmental Sciences, Environmental Planning, Natural Sciences, Resources Management, Earth Systems, Biology, Ecology and Environmental Conservation, Economics, Information Technology, Information Resources, Spatial Technology, Chemistry, Geography, Geosciences, Physics, Communications or comparable qualification as recognised by MFHEA. Education degrees in the identified subjects is also considered as eligible.
- 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

- A minimum of 5 years post-graduate experience in environment and/or resource management; and
- Experience in coordinating environmental policy development and/or implementation at a strategic level; environmental data management and reporting; funding and programme management; and, or in coordinating environmental communication at a strategic level with a medium to large size organisation.

Personal Skills

- Interpersonal.
- Leadership.
- Communication.
- Methodological.
- Assertiveness.
- Self-motivation.

Daniel Cilia
Director
Corporate Services
17/1/2023

- Ability to formulate recommendations.
- A demonstrated track record of goal and achievement orientation.

Attributes

- Reliability & trustworthiness.
- Integrity.
- Collaborative attitude.
- Team player & builder.
- Outstanding communicator.
- Fluency in both written and spoken Maltese and English

Organisational Skills

- Administration.
- Research and analysis.
- Coordination.
- Analytical.
- Time management.
- General management skills.
- Negotiation.

