

Job Description

Position: Assistant Environment Protection Officer (Thematic)

Grade: A

Directorate: Environment and Resources Directorate

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

Key Responsibility

In the role of AEPO, 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 and participating in internal and external meetings;
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.
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. Taking 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 development of Environmental Policy and related data management reporting, obligations and contribute to the overall aim of environmental protection, conservation, management and improvement.

Administration

1. Assist in the preparation, interpretation, development and auditing of environmental policy instruments and related data management and reporting aspects;
2. Develop capability in relation to the analysis of environmental data for the purposes for the generating and auditing environmental instruments, analysing relevant policy documents and proposals and provide technical guidance to other Directorates as required; and
3. Assist in the development and application of tools and mechanisms for effective environmental policy data management and reporting, including GIS-based systems for analysis of relevant environmental issues and other required regulatory outputs.

Technical

1. Establish, maintain and manage sound information and data management systems, practices and records, with the aim to provide easy access to data and information to be employed by the Authority's functions;
2. Centralise and assess data and information arising from surveillance, monitoring, compliance, permitting, risk assessments, research, reports and other aspects relevant to environmental data management;
3. Develop specific, measurable, achievable, realistic and time-related (SMART) indicators and tools to assess the driving forces, pressures and threats, states, impacts and responses (DPSIR) in relation to relevant environmental aspects;
4. Advise and contribute to the setting up of ways to assess and monitor such indicators and related data management, in liaison with other Authority's employees and relevant competent authorities and third parties, as required;
5. Provide technical assistance to data capturing tools, environmental monitoring equipment and keep abreast with developments in this sector;
6. Produce, plot and/or digitise geodata contributing to the setting up of a GIS-based system incorporating the main relevant aspects required for the appropriate implementation of a coherent data management system in line with environmental policy, allowing for relevant analyses, assessments and reporting.

Presentation, reporting and decision making

1. Assess reporting templates and enquiries, determine data, information and knowledge requirements, and liaise with relevant internal or external parties, where applicable, and through appropriate channels, to gather such requirements;

2. Assist in the Management and development of reports aimed at assessing the status of the environment, the appropriate implementation of environmental policy, abiding with reporting obligations, deadlines and commitments, and to assist in the continuous development and auditing of environmental policy in liaison with other Authority employees and relevant competent authorities and third parties, as required;
3. Analyse, report and present outcomes of environmental enquiries in a robust, honest, structured and technically-justified manner to inform and explain the basis of decisions and recommendations in relation to technical enquires on data and environment policy;
4. Report and follow-up the Authority's authorisation position and recommendations;
5. Prepare and present effective reports and presentations on environmental policy and related data management, including recommendations and actions to be taken forward in relevant decisions or other appropriate fora; and
6. 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.

Policy Development & Monitoring

1. Assist in the development , analyses and implementation of environmental policy including strategies legislation, policy documents, plans and programmes in the environment sector;
2. Provide advice on methodological tools, to assess and address gaps in environmental policy and means to address such issues;
3. Provide technical input and advice and contribute to the preparation of environmental policy and Authority's position on relevant environmental policy and related measures;
4. Ensure the appropriate follow-up, screening, monitoring and auditing of national and international policy for its impact on relevant matters pertinent to policy developed by or relevant to the Authority functions, and advise on implications and need for revisions, where applicable;
5. Provide advice, develop and coordinate the implementation of appropriate mechanisms, procedures and practices for the development, monitoring, assessment, quality control and auditing of policy developed by or relevant to the Authority's functions and related measures, in liaison with other employees and Directorates and relevant competent authorities and third parties.

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, Acoustics, Geography, Geology & Geomorphology, Hydrography & Oceanography, Earth Systems, Environmental Conservation, Planning & Management, ICT & GIS, Administration & Project Management, Architecture & Civil Engineering, Engineering, Maths 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 Biology, Chemistry, Physics, Acoustics, Geography, Geology & Geomorphology, Hydrography & Oceanography, Earth Systems, Environmental Conservation, Planning & Management, ICT & GIS, Administration & Project Management, Architecture & Civil Engineering, Engineering, Maths or comparable qualification as recognized by NCFHE.

Assets

Personal Skills

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

Attributes

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

Organisational Skills

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


Daniel Cilia
Director
Corporate Services