

Job Description

Position: Environment Technical Officer II
Grade: Grade 4
Directorate: Environment and Resources
Reports to: Line Superior [as assigned from time to time]

Key Responsibility

In the role of Environment Technical Officer II, the officer shall be responsible to provide an effective overall support to the area under 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 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:
 - a. be present 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;
 - b. 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. Analyse, interpret, apply, and implement in a timely and appropriate manner any relevant information and obligations as well as any other relevant documents and providing material and guidance to other employees within the Authority;
9. Address enquiries and complaints and provide information and reports as directed;
10. Provide support to other Authority functions;
11. Administer, coordinate, collect, map, report, record, analyse and audit data, logs and information that is generated both internally and externally outside the Authority;
12. Maintain the Authority databases;

13. Contribute to research studies;
14. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority;
15. Support and substitute other employees in attaining the Authority's goals and deliverables;
16. Report and assist management in HR-related matters.
17. 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

Lead

1. Assist colleagues within the assigned areas of responsibility to ensure the delivery of effective results;
2. Raise recommendations to improve performance and effectiveness and contributing to the change process;
3. Make decisions at the appropriate level of responsibility whilst considering the Authority policies and procedures, goals, and objective;
4. Promote a culture of collaboration, a positive working environment, work ethic and service to the public.

Develop

1. Assist in the review, development and drafting of policies, strategies, programme, plans, legal documents (including contracts, notices, and regulations), procedures, and practices concerning assigned areas of responsibility;
2. Develop and implement well-researched technically sound actions on generic and subjects and situations;
3. Assist in the development and implementation of business plans and budgets for the assigned responsibilities;
4. Assist in the development, reviewing and implementing mechanisms, to ensure that any quantitative and qualitative targets assigned within the Unit employees, are attained;
5. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking;
6. Keep abreast with relevant developments in both national and international fields within the assigned responsibility.

Plan

1. Contribute to the planning of the assigned area of responsibility;
2. Contribute towards the scheduling, coordinating and prioritizing 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 necessary actions as appropriate;
2. Ensure that the OHS&A policies are adhered;
3. Ensure that data and document policies are adhered to.

Section C

Job specification duties

The Environment Technical Officer II shall be responsible to support the line superior and ensure that the overall work is carried out effectively and efficiently in accordance with any applicable policies, and approved business plans and in liaison with the line superior.

1. General assistance to Environment Officers, including the collation of data and other necessary preliminary work, in carrying out the functions of the Unit.
2. Liaison, including correspondence, with the general public in connection with the Unit's services or functions, including dealing with enquiries.
3. Implementing surveillance and monitoring needs, through site visits and reporting. This might require work beyond office hours, including early morning and at night.
4. Conducting site visits for data collection.
5. Assisting Environment Officers in field work as required.
6. Assisting Environment Officers and other immediate superiors in preparing and implementing plans, policies, reports, and documents on matters relating to administration, management, sampling, and surveillance and monitoring, planning and formulation of action plans.
7. Setting up and maintain necessary databases and registers and carrying out the necessary surveys and data collection and analysis.
8. Assisting in the preparation and implementation of scientific and technical studies, plans, policies, reports, documents, and advice relating to any environmental issue on matters concerned with the functions of the Unit.
9. Attending public meetings, exhibitions, or other functions to assist senior staff, and assisting in public awareness activities.
10. Interpreting of measures necessary to be taken for the protection of the environment, according to the Unit the Environment Technical Officer is assigned to and liaising with other relevant Units within ERA on matters of mutual concern.
11. Making use of information technology tools to formulate reports, present data, and input data, plot data on digital maps and communicate internally with other officers through IT.
12. Carrying out related subsidiary and ancillary tasks within the normal flexibility of the job as directed by the Unit Manager or other Senior Officer to which the Environment Technical Officer is assigned.
13. Handling data with the strictest confidentiality where necessary.
14. Maintain and service, for the continuity of operation of environmental monitoring networks, analysers, calibration systems, meteorological sensors and data processing equipment operated by ERA.
15. Assisting Environment Officers in performing periodic quality assurance and quality control (QA/QC) work including equipment adjustment and calibration following a predetermined schedule.

16. Carrying out of general maintenance duties and repairs on environmental monitoring equipment operated by ERA.

Others

17. Making recommendations and suggestions on matters relating to the responsibilities of the Unit to which the Environment Technical Officer is assigned.
18. Regular reporting to immediate superior to whom the Environment Technical Officer is assigned.
19. Dealing tactfully with official and public pressure related to environmental issues.
20. May be required to perform emergency maintenance/repairs on environmental monitoring equipment outside office hours and at short notice.
21. May be required to work on the field and outside an office environment for most of the working week.
22. May be required to work outside office hours and at short notice.

Section D

Job Entry Requirements

Qualifications/Experience

Four (4) O level passes including, English Language, at MQF Level 3 Sec Grades 1-5. O level passes may be replaced with a foundation or introductory course from MCAST at MQF Level 2 or higher.

AND either

One (1) 'A' level in a Science Subject or Geography at MQF Level 4; and Two (2) years working experience in the field of Environment;

OR

Advanced Diploma in Applied Science or Advanced Diploma in Environmental Sustainability, or related qualification at minimum MQF Level 4 as recognised by MFHEA.

Any comparable qualifications may be considered.

Skills

Interpersonal, report writing, communication and data collection and analysis skills and be computer literate.

Possess category B driving licence.

Personal Skills

- Interpersonal skills
- Assertive skills
- Communication skills
- Methodological skills


Daniel Cilia
Director
Corporate Services
13/2/2026

Attributes

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

Organisational Skills

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