

Job Description

Position: Assistant Environment Protection Officer (Strategic Affairs)

Grade: Grade A

Directorate: CEO's Office

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

Key Responsibility

In the role of AEPO (Strategic Affairs), the employee is responsible to assist their superiors in the management, 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 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. 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 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 the identification of funding opportunities;
17. Contribute to research studies.
18. Contribute and adhere to the Policy Standards, Practices and Procedures set by the Authority.
19. Support and substitute other Employees in attaining the Authority's goals and deliverables.
20. Report and assist Authority's management in HR-related matters.
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.

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 OHSA 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 assist the relevant line superior and Management in the implementation of the overall functions relevant of the Unit, particularly in relation to tasks relevant to functions linked with the coordination of national and international affairs and related strategic environmental issues, pertaining to the following, inter alia:

- any applicable national, EU and international laws, obligations and commitments;
- environmental policy coordination and integration;
- environmental data, information and related register or database management;
- 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 their colleagues and other Units with a view to reaching the Units' objectives.

Environmental Coordination

1. Assist in the implementation the necessary environmental functions and in providing strategic recommendations in relation to matters pertaining to national and international environmental issues and related policy integration and coordination processes.
2. Assist and contribute in the management and implementation of issues linked with environment and resources and the related objectives and procedures, work plans, memoranda, assessments, audits and performance monitoring programmes relevant to various matters pertaining to national and international affairs and strategic environmental issues, 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 Authority;
3. Assist in the development and implementation of policies, mechanisms, procedures and practices for the development, monitoring, assessment, data management, quality control and auditing of functions 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, and present recommendations on outcomes of environment and resources functions to inform and explain the basis of decisions and recommendations.
5. Assist 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 as relevant to national and international affairs and strategic environmental issues.

6. Assist, prepare, and deliver effective reports and presentations on environment and resources functions relevant to national and international affairs and strategic environmental issues, including recommendations and actions to be taken forward in relevant decisions or other appropriate fora; and
7. Assist in the identification of 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, managing, and standardising 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. Assist on possible funding programmes and projects ideas; develop projects and mechanisms and processes for the implementation of such plans or projects; and assist in the implementation of these, 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. Assist in capacity building, including budgets and other resources as well as infrastructure requirements emerging from issues relevant to national and international affairs and strategic environmental issues, providing guidance and advice on the development of these in connection with the various functions of the Environment and Resources Directorate.
12. Assist in the implementation of 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. Assist and, or advise in relation to relevant communications, public relations and outreach, environmental education and awareness and public participation aspects.
15. Assist in public events and public consultation processes, where and as relevant; actively participating in outreach, communication and public participation functions as directed.
16. Participate and, or assist in related national, EU and International fora and working committees, as appropriate.
17. Support and, or coordinate innovation in relation to environment and resources relevant to the national and international affairs and strategic environmental issues, implementing them through relevant measures.
18. Provide technical guidance to other colleagues 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. Ensure overarching knowledge dissemination for ERA-wide compliance in relation to national and international affairs and strategic environmental issues;
20. Evaluate policy effectiveness on key actions and activities;

21. Assist Authority officers on issues related to national and international affairs and strategic environmental issues, in the process ensuring the effective organisation, presentation and updating of key strategic data.
22. Assign & monitor tasks with junior 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:
 - Biology, Chemistry, Physics, Geography, Earth Systems, Environmental Conservation, Environmental Management, Environmental Policy, Public Policy and Political Science, Diplomatic Studies, Science Education, Environmental Economics and Applied Economics, or comparable qualification as recognized by MFHEA. Education degrees in the identified subjects is also considered as eligible; or
- Alternatively, in case of no First Degree, a Masters 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:
 - Biology, Chemistry, Physics, Geography, Earth Systems, Environmental Conservation, Environmental Management, Environmental Policy, Public Policy and Political Science, Diplomatic Studies, Science Education, Environmental Economics and Applied Economics or comparable qualification as recognized by MFHEA. Education degrees in the identified subjects is also considered as eligible.

Assets

Personal Skills

- Interpersonal.
- Leadership.
- Communication.
- Methodological.
- Assertiveness.
- Self-motivation.
- Ability to formulate recommendations.
- A demonstrated track record of goal and achievement orientation.

Attributes

- Reliability & trustworthiness.
- Integrity.
- Collaborative attitude.
- Team player & builder.
- Outstanding communicator.

Organisational Skills

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

A handwritten signature in blue ink, which appears to read 'Charlot Cassar', followed by the date '14/08/2026' written in a similar style.

Charlot Cassar
Assistant Director (Corporate Services)