

JOB DESCRIPTION

Position: *Policy and Strategy Team Leader*

Line Superior: *Head Policy and Strategy*

1. BASIC FUNCTIONS

The Job Holder is responsible for the fulfilment of duties within the Malta Resources Authority, as assigned to them, and in line with the aims and objectives of the Authority and in accordance with relevant legal instruments, including, *inter alia*, the Authority Act, subsidiary national legislation, and European Union and international legal instruments as may be applicable.

The Policy and Strategy Team Leader will work besides the Head of Policy and Strategy to perform their duties within the Department of Strategy and Policy. Such a position will lead the development and implementation of strategic initiatives and policy frameworks that drive the Authority's objectives as listed in the Act. This role requires a visionary leader with a deep understanding of climate science, policy development, and strategic planning.

2. POSITION OBJECTIVES

- To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority;
- To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling of assigned duties.

3. DUTIES OF JOB HOLDER

The job duties for the post are listed in Annex A.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Line Superior or their representative.

The Job Holder will be required to coordinate teams within the Authority to work on specific tasks or projects, and thus be responsible for one or more other staff members.

4.2 Authority

The Job Holder has the authority to take any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the Line Superior or their representative.

4.3 Responsibility

The Job Holder is responsible for the satisfactory performance of the duties in Annex A.

The Job Holder shall foster, promote and contribute to a culture of work ethic and service to the public.

4.4 Accountability

The Job Holder is accountable for all the duties undertaken. The performance and effectiveness of the appointee will be gauged by considering the following:

- the provision of technical advice and expertise within budgets;
- the provision of services within the agreed time frames;
- the sensitivity to concepts of cost-effectiveness and added value;
- initiative and innovative spirit shown;
- quality of the service provided.

4.5 Cooperation and Teamwork

The Job Holder shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

The Job Holder will receive directives from the Line Superior or their representative.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications

- Advanced degree in Engineering, Environmental Science, Public Policy, Economics, or a related field;

Candidates who have not yet formally obtained or are not yet approved for the qualification/s specified will still be considered provided that they submit evidence that they are in the final phase of their course leading to such qualification. In the case of candidates who are appointed prior to achieving the required qualification by the date stipulated in the respective call for applications, the following conditions apply:-

- The probation period and progression entitlement (as the case may be) start to count from date of appointment.
- Such appointees will not benefit from any allowances until attainment of or are approved for the indicated qualification.
- Marks for additional relevant qualifications may only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the Selection Board could opt to give one of the lower marks if substantiated by an available transcript.

- Appointees must obtain, or be approved, for the award of such qualification within six months of the closing date of the call. If this stipulated deadline for the attainment of such qualification is not met, the appointment will be, for this reason, automatically terminated.

Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet any specified subject requirements.

A Masters' qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent. A recognised Masters' qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Masters' recognition statement being submitted with the application. A recognised Masters' qualification from the University of Malta (awarded pre2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

5.2 Experience

- Minimum of three (3) years of progressive experience in climate policy, strategic planning, or a related area, with a demonstrated track record of success.

5.2 Other

The applicant must be able to communicate in proficient English language.

The appointment of candidates who are not citizens of Malta may necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

5.3 Skills and attributes

- Proven expertise in developing and implementing successful climate strategies and policies at national and international levels.
- Good analytical skills with the ability to interpret and synthesize complex climate data and research into actionable policy recommendations.
- Good communication and interpersonal skills, with the ability to engage, influence, and build relationships with diverse stakeholders.
- Demonstrated leadership experience with a strong ability to manage, motivate, and develop a high-performing team.
- In-depth understanding of national and international climate policy frameworks, regulations, and best practices.
- Deep passion and unwavering commitment to addressing climate change and promoting sustainability.
- Strategic and innovative thinker with the ability to anticipate future challenges and opportunities in the climate landscape.
- Collaborative and inclusive mindset with a strong focus on building partnerships and achieving consensus.

- Highly adaptable and resilient, thriving in a fast-paced, dynamic, and evolving environment.

6. OTHER PROVISIONS

6.1 This appointment is subject to a probationary period of twelve (12) months.

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

6.3 Submission of documentation

With application:

- CV
- Covering letter
- Scans of certificates/transcripts and/or testimonials or Jobsplus records or similar supporting work experience.
- Scan of ID Card/ passport

At interview:

- Originals of certificates/transcript presented with application (for verification)
- Original ID card or passport (for verification)
- MQRIC certification of equivalence in case of foreign qualifications

Prior to signature of contract of employment

- Jobsplus / Identita (Identity Malta) permit to work, if applicable
- Certificate of good conduct (original/s)

6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

Duties and Responsibilities

- Conduct rigorous and comprehensive analysis of climate data, trends, and emerging issues to inform and shape policy decisions.
- Oversee the preparation and dissemination in good time of detailed policy briefs, reports, and strategic recommendations for senior leadership and external stakeholders.
- Continuously monitor, evaluate, and refine implemented strategies and policies to ensure their effectiveness and adaptability.
- Represent MRA at conferences, public forums, and in the media, articulating our vision and policy positions.
- To carry out any other duty as may reasonably be directed by the Line Superior and or their representative.
- Conduct in-depth market and competitive analysis to identify growth opportunities and potential threats.
- Collaborate with cross-functional teams to develop and implement strategic initiatives and action plans.
- Identify and evaluate strategic partnerships, acquisitions, and business development opportunities.
- Stay updated on industry trends and best practices to inform strategic decision-making.
- Provide guidance and leadership in strategic planning processes and initiatives.
- Monitor and report on key performance indicators to measure the success of strategic initiatives.

And specifically, be responsible for the following functions:

- to coordinate with other Ministries in efforts to set national and possibly sector-specific targets aligned with the overall objectives of the Act and any other legislation relevant to the Act;
- to ensure that all policy and legislation having a direct impact on climate change is consulted on with the Authority or with a specifically set up committee of the said Authority. In the consultations, the entity responsible for drafting the policy or proposed legislation shall establish the main objective of the proposal and identify specific aspects of the proposed policy or legislation;
- to establish policies that shall be pursued by the Authority in consultation with the Board;
- to work with the other officers within the organisation to design, develop and manage a sustained knowledge, education, information and communications framework directed to influence behaviour with regard to climate action;
- to implement those mechanisms relating to climate action that the Authority may deem appropriate to assign to the Authority and which are established under multilateral legal instruments and, or EU legal instruments;
- to prepare the national long-term strategy for Government's approval;
- to prepare the national adaptation strategy for Government's approval;
- to prepare and update the National Energy and Climate Plan for Government's approval;
- to prepare any other plans within the obligations of the Authority;
- to provide for the collection, processing, comparison and interpretation of data related to climate action in cognizance of data related to the local economy and international and European Union obligations.