

## **JOB DESCRIPTION**

**Position:**      **Team Leader – Reporting**

**Reports to:**   **Reporting Head**

### **1.      BASIC FUNCTIONS**

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. Our leadership needs an experienced and dedicated Team Leader to drive workflows and ensure high levels of performance amongst the team. The Team Leader – Reporting role is responsible for the fulfilment of duties within the Climate Action 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 Team Leader – Reporting is expected to assist the Head Reporting in coordinating the officers and senior officers to present and report Malta's national inventory of greenhouse gas emissions and removals,

### **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 TEAM LEADER – REPORTING**

The Team Leader – Reporting is responsible for the satisfactory performance of the duties in Annex A.

The Team Leader – Reporting shall foster, promote and contribute to a culture of work ethic and service to the public and suppliers.

## **4. ORGANISATIONAL RELATIONSHIPS**

### **4.1 Structural**

Responsible to the Reporting Head.

The Team Leader – Reporting may 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 Team Leader – Reporting 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 Team Leader – Reporting is responsible for the satisfactory performance of all the above duties.

### **4.4 Accountability**

The Team Leader – Reporting 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 Team Leader – Reporting shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

#### 4.6 Supervision

The Team Leader – Reporting will receive directives from the Head or their representative.

#### 4.7 Success Metrics

- Achievement of key performance indicators related to reporting obligations;
- Successful implementation of reporting policies and procedures.

### 5. **ELIGIBILITY REQUIREMENTS**

#### 5.1 Qualifications and Experience

- Bachelor's degree in Engineering, Environmental Science, Mathematics, Economics, or a related field preferably with minimum of 3 years of working experience GHG reporting.
- Qualifications at a level higher than a Bachelor's degree will be accepted for eligibility purposes, provided they meet any specified subject requirements. Candidates with qualifications at a higher level than a Bachelor's degree, a minimum 2 years' working experience in GHG reporting is preferably required.
- 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 pre-2009) 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 Other

The applicant must have:

- Ability to communicate in Maltese or/and English languages.
- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organizational skills.
- Proficiency in procurement software and Microsoft Office Suite.

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.

## **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:

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

At interview:

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

Prior to signature of contract of employment

- i. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- ii. 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.

## **Annex A**

### **Duties and Responsibilities**

- The GHG Reporting Team Leader shall coordinate the officers and senior officers to present and report Malta's national inventory of greenhouse gas emissions and removals, more specifically in:
  - the development of the annual national GHG inventory;
  - all the stages of the Effort Sharing Regulation review process;
  - all the stages of the UNFCCC Technical Expert Review process;
  - continuously improving the national greenhouse gas inventory system;
  - continuously improving the quality of the GHG inventory;
  - maintaining the ISO 9001 Quality Management System; and
  - provide a periodic transparent update on the overall national emissions.
- The Team Leader shall be involved in the biennial reporting of national policies and measures and projections of anthropogenic GHG emissions as obligated by the Governance of the Energy Union and Climate Action (EU) 2018/1999, more specifically in:
  - implementation:
    - analysis of trends
    - compilation of report
    - submission of PAMs & Projections report
  - checking by the European Environment Agency and its European Topic Centre for Climate Change Mitigation and Energy (ETC/CME):
    - updates
    - submission of updates
  - continuous improvement:
    - improved data collection methods
    - improvements in reporting
- Biennial Transparency Report:
  - implementation:
    - compilation of report
    - submission of report
  - review
    - preliminary review
    - weekly review
    - updates
    - submission of updates
    - reporting
  - continuous improvement
- National Communication:
  - implementation:
    - compilation of report
    - submission of report
  - review
    - preliminary review
    - weekly review
    - updates
    - submission of updates
    - reporting

- continuous improvement
  - transparency
- Annual national factors for estimating GHG emissions:
    - implementation:
      - compilation of final deliverables
      - publishing of deliverables
    - continuous improvement:
      - improvements in report
      - improved user experience
  - Emission accounts and coordinates with the National Statistics Office for continuous transparency. This would entail:
    - familiarisation with the IPCC guidelines
    - keeping abreast with developments in the respective sector, locally, in the EU and internationally
    - keeping abreast with developments in the transparency process
    - keeping abreast with developments in GHG accounting
  - Be involved in the establishment of a widespread national data warehouse system that aligns with other datasets at relevant competent authorities and departments. This data system will be a valuable tool to guide the policy maker in taking effective policy decisions in relation to progress towards our climate targets.
  - The Team Leader shall coordinate work between officers and senior officers and report back to the Head of Reporting to ensure that deliverables are presented in a timely manner.

*The Reporting Team Leader may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.*