

## **JOB DESCRIPTION**

**Position:** *Legal, EU and International Affairs Head*

**Reports to:** *Chief Executive Officer*

### **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 individual to drive workflows and ensure high levels of performance amongst the team. The Legal, EU and International Affairs Head role will be 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.

### **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 LEGAL, EU and INTERNATIONAL AFFAIRS HEAD**

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

The Employee 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 Chief Executive Officer.

The Employee 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 Employee 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 Employee is responsible for the satisfactory performance of all the above duties.

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

#### 4.4 Accountability

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

#### 4.6 Supervision

The Employee will receive directions from the Chief Executive Officer or his/her representative.

#### 4.7 Success Metrics

- Achievement of key performance indicators related the associated role;
- Successful planning, implementation and execution of national and international affairs;
- Strengthen the Authority's international awareness and visibility with respect to legal and international affairs.

## **5. ELIGIBILITY REQUIREMENTS**

### **5.1 Qualifications**

Candidates must be:

- In possession of a bachelor's degree (MQF Level 6) in Law with a minimum of 180 ECTS as recognised by MFHEA and a valid warrant to practice as an Advocate in the Courts of Malta and Gozo. Candidates who are not in possession of a warrant to practice law in Malta will not be considered unless they commit to acquire the warrant within a period of 12 months.
- Able to communicate effectively both verbally and in writing in Maltese and English, therefore a minimum 'O' level in Maltese and English are required.

### **5.2 Experience**

Preferably a minimum of 7 years of experience and 4 years in a leadership role.

Previous experience in the legal field is considered an asset, ideally in Climate Change law and related EU law.

### **Other**

The applicant must have:

- Excellent negotiation and communication skills.
- Strong analytical and problem-solving abilities.
- Attention to detail and strong organisational skills.
- Proficiency in 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 within such time that a Warrant to practice law in Malta needs to be achieved.

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:**

#### **Legal**

- Exercises his/her profession and performs other duties compatible with the post, including representing the Ministry in Court/Arbitration and respond to legal letters;
- Assists the Chief Executive Officer and/or her representative/s in matters requiring a legal interpretation;
- Drafts or revises agreements;
- Prepares Legislation and Legal Notices;
- Opens and follows legal cases to terminate agreements and/or to recover funds;
- Liaises with the Office of the State Advocate on cases that may be handled by that office;
- Develop the necessary strategies in view of the responsibilities of the Authority;
- Attends meetings/conferences in Malta and overseas;
- Represents the Ministry where and as necessary;
- Coordinates legal work among the departments and entities of the Ministry;

#### **EU and International Affairs**

- Prepares transposition of EU legislation under the department remit within a timely manner so that the Authority effectively responds to changes when necessary;
- Performs duties relating to EU Regulations, policies and other documents;
- Implements mechanisms to ensure effective monitoring of activity at the EU level so that the Authority is fully updated in a timely manner of all EU developments having an impact on the work of the Authority;
- Actively ensure that the Authority is apprised of and complies with all EU rules applicable to it;
- Ensures timely action by the Authority on matters arising at the EU level, by bringing to the attention of the relevant officers any matters as necessary, in good time to ensure:
  - (a) full compliance with applicable EU rules; and
  - (b) effective representation of the Authority's and Malta's positions, as appropriate;
- Co-ordinates the compilation of positions and actions to be taken by the Authority, following consultation with the relevant experts, including external third parties, if and when appropriate;
- Prepares position papers and brief officers at all levels of the hierarchy, prior to participation in EU and international matters as may be necessary;
- Debriefs the direct superior in preparation to brief Ministry on matters related to the EU and international affairs falling within the remit of the Authority;
- Organise meetings with EU officials as appropriate and prepare relevant background notes on all matters on the agenda and briefs officials participating in meetings as necessary;
- Participates at EU and international meetings and represents the Authority as appropriate
- Acts as the Authority's single point of contact for all EU and international matters;
- Maintains a record of all documentation exchanges with the EU and international institutions;
- Represents, as instructed, the Authority at national meetings related to EU and international matters;
- Manages and implements EU funded projects aimed towards achieving the established targets;
- Performs legal research work on fields which fall under the Ministry's portfolio;
- Ensure that the CAA's obligations in relation to EU and national laws emanating from EU rules are fulfilled;
- Ensure that the Authority is represented at EU level, as applicable, through its active contribution to the relevant national positions at EU and international fora, and physical presence of its experts at meetings;

#### Others

- Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Chief Executive Officer;
- Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- Actively work towards meeting targets established by the Authority;
- Any other duties as directed by the Chief Executive Officer.

The Legal, EU and International Affairs Head may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.