

JOB DESCRIPTION

Position: *Team Leader – Public and Stakeholder Engagement*

Reports to: *Reporting Head PR and Marketing*

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 **Public and Stakeholder Engagement** Team Leader's 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 – **Public and Stakeholder Engagement** will work with the Head of PR and Marketing to deliver an engagement strategy which ensures that the voices of the public and private sectors as well as the citizens is being listened to and carefully taken into consideration.

The post will work with a wide range of citizens/stakeholders groups/panels, and support governance structures to ensure appropriate engagement. The post holder will work with the corporate communication team as well as policy leads to support the and deliver quality engagement activity that focuses on the voice of citizens.

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

The Team Leader – **Public and Stakeholder Engagement** is responsible for the satisfactory performance of the duties in Annex A.

The Team Leader – **Public and Stakeholder Engagement** 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 Head PR and Marketing.

The Team Leader – ***Public and Stakeholder Engagement*** may be required to coordinate teams within the Authority to deliver assigned tasks and thus be responsible for one or more other staff members.

4.2 Authority

The Team Leader – ***Public and Stakeholder Engagement*** 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 – ***Public and Stakeholder Engagement*** is responsible for the satisfactory performance of all the above duties.

4.4 Accountability

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

4.6 Supervision

The Team Leader – ***Public and Stakeholder Engagement*** will receive direction from the PR and Marketing 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 Public Relations, Marketing, Communications, Political Science, Journalism, or Environmental Science, or a related field with minimum of 3 years of working experience.
- 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 on climate change policy or economic policy.
- 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.
- Proven experience in stakeholder engagement, public affairs, or a similar role will be considered an asset.
- Proven experience working with government agencies, NGOs, and industry representatives is an advantage will also be considered an asset.

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 Microsoft Office Tools and other relevant statistics and analytical tools.

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. Original ID card or passport (for verification)
- ii. MQRIC certification of equivalence in case of foreign qualifications

Prior to signature of contract of employment

- i. Originals of certificates/transcript presented with application (for verification)
- ii. Jobsplus / Identita (Identity Malta) permit to work, if applicable
- iii. 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

This is a key role in our PR and Marketing Team to facilitate stakeholder mapping and planning across our Authority. In particular this includes the following:

Stakeholder Management

- Develop and implement stakeholder engagement strategies to strengthen partnerships and collaboration.
- Act as a primary point of contact for stakeholders, addressing concerns, gathering feedback, and fostering trust.
- Organize and participate in stakeholder consultations, working groups, and advisory meetings.
- Ensure alignment of stakeholder expectations with the organization's strategic goals.
- Undertake regular stakeholder mapping exercises assisting the Head PR and Marketing and Communications Unit Manager to develop and maintain an overview of the stakeholder landscape, their views and activities and issues that are likely to be important to them.
- Support the development of stakeholder engagement plans both internally and externally, establishing which stakeholders need to be communicated to, the frequency that is needed and preferred method of doing so.
- Monitor and report on progress against the stakeholder engagement plan evaluating the effectiveness of activities using agreed tools and methodologies.
- Create and maintain a database of interested parties to receive the right communication, ensuring that stakeholder information is managed appropriately.
- To manage Engagement Events and support the PR and Marketing team organising stakeholder and Authority events.

Public Engagement and Communications

- Coordinate public consultations, forums, and events to gather input and enhance community participation.
- Work closely with the communications team to ensure clear and consistent messaging.
- Manage digital and traditional communication channels to engage with the public.
- Communicate and champion the stakeholder landscape and stakeholder engagement plan to the Team.
- Record, report and present on engagement with key stakeholders.
- Proactively create opportunities to raise the profile of the Authority.
- To assist with Events Coordination
- To assist with the development of communication materials, including content writing, to support engagement across resilience outcomes in a way that emphasises the impact and importance to the consumer and wider industry.
- Establish, maintain and manage effective working relationships with key internal and external Stakeholders across the Public, Industry and Government.

Policy, Regulatory and Advocacy Support:

- Collaborate with policy and regulatory teams to ensure stakeholder insights are considered in policy development.
- Monitor trends, concerns, and opportunities from stakeholders to inform decision-making.
- Represent the organization in public forums, conferences, and stakeholder meetings.

Reporting and Evaluation:

- Track engagement activities and measure the effectiveness of stakeholder and public engagement efforts.
- Provide regular reports and recommendations on stakeholder concerns and emerging issues to the PR and Marketing Head.
- Ensure compliance with transparency and public participation requirements.

The Team Leader shall coordinate work between officers and senior officers and report back to the Head PR and Marketing to ensure that deliverables are presented in a timely manner.

The Public and Stakeholder Engagement 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.