

## **JOB DESCRIPTION**

Position: Senior Officer Human Resources  
Reports to: Line Superior (as assigned from time to time)

### **1. BASIC FUNCTIONS**

The Climate Action Authority is the first of its kind in Europe, and we know our excellence depends on our staff. Our leadership needs a dedicated Senior Officer 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.

Specifically, the job holder will be responsible for:

- General HR administration;
- Recruiting process;
- Training and development;
- Employee communication;
- Performing the duty(/ies) as assigned to them by the Authority's management;
- Serving as a reference point for the Authority in the assigned responsibility(/ies);

### **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 assigned duties.

### **3. DUTIES OF SENIOR OFFICER**

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

The Senior Officer shall foster, promote and contribute to a culture of work ethics and service to the public.

### **4. ORGANISATIONAL RELATIONSHIPS**

#### **4.1 Structural**

Responsible to the Line Superior or their representative.

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

#### **4.4 Accountability**

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

#### **4.6 Supervision**

The Senior Officer will receive directives from the Line Superior or their representative.

### **5. ELIGIBILITY REQUIREMENTS**

#### **5.1 Qualifications**

Bachelor's degree in Human Resources, Business Administration or a related field.

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 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 Experience**

Preferably, a minimum of one (1) year of job-related experience.

## **5.3 Success Metrics**

- Achievement of key performance indicators related to HR initiatives;
- Successful planning, implementation and execution of HR training and development plan;
- Strengthen the Authority's visibility.

## **5.4 Other**

The applicant must have the ability to communicate in Maltese or/and English languages.

The appointment of candidates who are not citizens of Malta may necessitate the issue of an employment license 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:

- 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.

## **ANNEX A**

### **Duties and Responsibilities**

#### **Administration**

- Updating and maintaining employee records.
- Compile and produce statistical data and information related to employees.
- Responsible for the contractual administration and monitor probationary periods for new appointees.
- Assist in ensuring of the effective communication and implementation of Performance Management system.
- Cooperate with other units within the Authority and provide HR data support on government procedures.

#### **Recruitment**

- Coordinate and manage the recruitment process.
- Assist in the production of job descriptions, identifying key competencies for each role.
- Liaise with agencies and other public entities to organise the advertising of roles internally and externally, as appropriate.
- Screen CVs and prepare an analysis of the applicants for the review of the respective Chief Officer and the Chief Executive Officer.

#### **Training and Development**

- Assist the line manager with advice on appropriate training and capacity building of personnel.
- Coordinate development programmes and liaise with external training bodies as required.
- Provide support in relation to Health and Safety training records for employees.
- Keep a record of all training activities and the costs for the review by the Finance Unit.
- Provide support in the induction programme for new employees.
- Manage the employee performance reviews in support to the line superiors as may deem necessary.

#### **Employee Communication**

- Conduct on-boarding process for new employees and prepare relevant documentation.
- Have a good understanding of HR law in particularly relating to contracts, terms and conditions, discrimination, dismissal processes, grievances, etc.
- Assist the line manager in communication with all staff as appropriate, on human resources matters.
- Respond to queries and requests for information on HR policies, working conditions, performance management systems etc.

#### **Others**

- Plan and manage tasks as may be assigned to him/her by the management.
- Work closely with key stakeholders, mainly Ministries, Authorities and other Public and Private Corporate Bodies to ensure good implementation of human resources procedures and initiatives falling within the responsibility of the Authority.
- Keep abreast of developments and ensure a high level of familiarization with pertinent legislation, policies and decision-making processes at national and international levels, on matters relating to human resources.
- Where the Senior Officer may be entrusted with the responsibility of a team of staff members within the Authority, the Senior Officer shall be responsible to develop, plan and monitor the work of that team, to ensure the fulfilment of the objectives of the team, and to report to their line superior on the progress of the work entrusted to that team.

To carry out any other duty as may reasonably be directed by the line superior and/or his/her representative.