

JOB DESCRIPTION

Position: ***Data and Reporting Head***

Reports to: ***Regulatory Chief Officer***

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 an experienced and dedicated personal assistant to drive workflows and ensure high levels of performance amongst the team. The Head Data and 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 may be applicable.

Specifically, the Data and Reporting Head plays a crucial role in information gathering and processing and in coordinating the GHG Reporting unit to report Malta's national inventory of Malta's anthropogenic 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 assigned duties.

3. DUTIES OF DATA AND REPORTING HEAD

The Data and Reporting Head is responsible for the satisfactory performance of the duties in Annex A.

The Data and Reporting Head shall foster, promote and contribute to a culture of work ethics and service to the public and suppliers.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Chief Officer Regulatory.

The Data and Reporting Head 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 Data and Reporting Head 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 Data and Reporting Head is responsible for the satisfactory performance of all the above duties.

4.4 Accountability

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

4.6 Supervision

The Head – Data and Reporting will receive directives from the Chief Officer or their representative.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications and Experience

- Bachelor's degree in Engineering, Environmental Science, Public Policy, Economics, Statistics, or a related field preferably with minimum of 7 years of working experience and 4 years in a leadership role with a demonstrated track record of success.
- A Masters' qualification at MQF Level 7, or equivalent, is required and this 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.
- Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet any specified subject requirements.
- Experience in data processing and analysis and GHG Reporting, Climate Projections or related fields, is highly desirable.

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 Suite and other relevant software.

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

1. The Data and Reporting Head shall coordinate with the Team Leader of the Data and Reporting Unit and ensure that the reporting of Malta's national inventory of Malta's anthropogenic greenhouse gas emissions and removals is completed in a timely manner, 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;
 - the improvement of the national greenhouse gas inventory system including digitalisation and optimising such systems;
 - continuously improving the quality of the GHG inventory;
 - projections and forecasts in relation to climate change patterns;
 - maintaining the ISO 9001 Quality Management System; and
 - provide a periodic transparent update on the overall national emissions.
2. The Data and Reporting Head shall coordinate with the Team Leader of the Data and Reporting Unit and ensure that 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 is completed in a timely manner.
3. The Data and Reporting Head shall coordinate with the Team Leader of the GHG Reporting Unit and ensure that national communication is completed in a timely manner.
4. The Data and Reporting Head shall communicate with the Policy team to ensure that the same data and reporting is being communicated and clearly understood across both units;
5. The Data and Reporting Head must make sure to communicate in the right and appropriate terminology while coordinating continuously the right messages with the Head PR and Marketing. This will ensure successful educational dissemination.
6. Establish a widespread national data warehouse system that aligns CAA data systems 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.
7. The Data and Reporting Head shall plan and establish a team capacity building to maintain the data warehouse system within CAA in a holistic manner.

The 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.