

## **JOB DESCRIPTION**

**Position:**     **Policy Senior Officer**

**Reports to:**   **Line Superior**

### **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 a dedicated Policy Senior Officer to be part and assist the teams of the Chief Policy and Strategy Office to contribute towards driving workflows and ensuring high levels of performance amongst the team. The Policy Senior Officer 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.

### **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.
- To structure policies which ensure an equitable economic transition where the transition to a low-carbon economy does not impact particular layers of our society.
- To assess the social costs of environmental degradation and the long-term benefits of sustainable practices. This would ensure synergy between climate action and economic prosperity, ensuring that policies not only address environmental challenges but also promote sustainable economic development.

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

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

The Policy Senior Officer 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 Line superior.

#### **4.2 Authority**

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

#### **4.4 Accountability**

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

#### 4.6 Supervision

The Policy Senior Officer will receive direction 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 Mathematics, Economics, Business, Public Policy, or a related field, preferably with at least 2 years of working experience on climate change policy or economic policy.
- Qualifications at a level higher than a Bachelor's degree will be accepted for eligibility purposes, provided they meet any specified subject requirements, preferably with at least 1 year 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.

## 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. 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 Policy Senior Officer shall assist as part of the team to prepare:
  - the updating of the long-term strategy
  - the updating of the adaptation strategy
  - the updating of the national energy and climate plan
  - the implications of the implementation of fit for 55 package or upcoming packages
  - the implications of post 2030 climate and energy targets
  - any other plans and strategies that need to be affected within the department
- The Policy Senior Officer shall compile assessments as applicable policy briefs, reports, and strategic recommendations for senior leadership and external stakeholders.
- The Policy Senior Officer shall carry out research in the thematic areas required and as assigned from time to time to contribute towards in-depth market and competitive analysis to identify growth opportunities and potential threats.

The Policy Senior Officer shall coordinate between officers and report back to the line superior.

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