

JOB DESCRIPTION

Position: **Officer – Data and Reporting**

Reports to: **Line Superior**

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 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:

- 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);
- providing technical advice and expertise;
- assisting in meeting the expectations regarding the Authority's responsibilities;
- maintaining the Authority's assets, resources and maximizing returns from them.

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 OFFICER

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

The 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 Officer may be required to coordinate work within the Authority on specific tasks or projects and thus be responsible for one or more other staff members.

4.2 Authority

The 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 Officer is responsible for the satisfactory performance of all the duties as specified in Annex A.

4.4 Accountability

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

4.6 Supervision

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

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications

A minimum first Degree [MQF Level 6] in any of the following subjects: Physics, Engineering (including Mechanical, Electrical, or Energy Engineering), Data Science, Statistics, Applied Mathematics, or Transport Studies with a strong technical or analytical component.

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

- A minimum of one (1) year of post-graduate professional experience in a field relevant to the qualifications, such as climate action, environmental science, engineering, data analysis, or a related discipline.
- Candidates with experience in data analysis and modelling, including the use of statistical and forecasting tools, as well as proficiency in data processing software such as Microsoft Excel (including VBA) and Python, may be given preference during the selection process.

5.3 Other

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

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

- To participate in the planning and managing of the work of the Authority in the area of Climate Action.
- To plan and manage tasks as may be assigned to them by the Authority's management.
- To work closely with Ministries, Authorities and other Public and Private Corporate Bodies to ensure good implementation of climate action initiatives falling within the responsibility of the Authority.
- To provide services to clients of the Authority, following established procedures and in accordance with direction, as provided by management, including, inter alia, via meetings, electronic mail, phone and other acceptable means of communication.
- To represent the Authority in seminars, conferences, meetings and other events, in Malta and abroad.
- To analyse proposed EU legislation and advise on the transposition into Maltese legislation as applicable.
- To participate in specific assignments and projects.
- To perform background and specific research work.
- To actively participate in committees and, or project teams set up by the Authority.
- To participate in public consultation exercises and in consultations by other public bodies as may be relevant.
- To participate in initiatives to educate and inform the general public and key stakeholders of all applicable policies and relevant matters.
- To liaise with other relevant Authorities, organizations and other third parties as may be applicable.
- To prepare reports as may be required.
- To undertake work, as appropriate, for the purposes of collecting, assessing, and interpreting quantitative data.
- To 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 their area of work.

- Where the Officer may be entrusted with the responsibility of a team of staff members within the Authority, the 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.