

JOB DESCRIPTION

Position: *Unit Manager Data Analytics*

Reports to: *Chief Regulatory Officer*

1. BASIC FUNCTIONS

The Climate Action Authority is the first institution of its kind, and we recognise that our success depends on the strength of our people. We are seeking a reliable, proactive, and dedicated Unit Manager Procurement to lead and strengthen procurement functions within the Authority. The successful candidate will support the organisation by ensuring that all procurement activities are planned, executed, and monitored in alignment with public-sector requirements and the Authority's operational needs.

The Unit Manager Data Analytics plays a central role in managing the Authority's data strategy, infrastructure, and analytics operations. This position is responsible for ensuring that data is collected, stored, and analysed in compliance with relevant policies and standards, and that insights are delivered accurately, timely, and effectively to support decision-making. The role also contributes to fostering a culture of data-driven governance, enhancing operational efficiency, and ensuring the integrity, security, and ethical use of data across the Authority.

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 THE UNIT MANAGER DATA ANALYTICS

The Unit Manager Data Analytics is responsible for the satisfactory performance of the duties in Annex A.

The Unit Manager Data Analytics 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 Chief Executive Officer.

4.2 Responsibility

The Unit Manager Data Analytics is responsible for the satisfactory performance of all the above duties.

4.3 Accountability

The Unit Manager Procurement 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;
- finding and applying new ideas and improvements that help the Authority achieve its goals;
- earning positive feedback by working well with others and providing helpful, responsive support.

4.4 Cooperation and Teamwork

The Unit Manager Data Analytics shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.5 Supervision

The Unit Manager Data Analytics will receive direction from the Chief Executive Officer or their representative.

4.6 Success Metrics

The Unit Manager Data Analytics shall be responsible for:

- Achieving key performance indicators (KPIs) related to data reporting, analysis, and compliance.
- Ensuring the successful implementation and adherence to reporting policies, procedures, and governance standards.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications and Experience

In possession of a recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or an appropriate, recognized, comparable qualification) in Statistics, Mathematics, Data Science, Computer Science or in relevant areas determined by the Management and preferably a minimum of five (5) years of relevant work experience, three (3) of which in a leadership or supervisory role.

Applicant holding foreign qualifications are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the Malta Further and Higher Education Authority (MFHEA), which is to be obtained by submitting an online application for the recognition of qualifications at <https://services.mfhea.mt/CertificationApplication.aspx>.

Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet the specified subject requirements.

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 procurement software and Microsoft Office Suite.

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. MQRIC certification of equivalence in case of foreign qualifications
- v. Scan of ID Card/ passport

At interview:

- i. Copies of certificates/transcript presented with application (for verification)
- ii. Original ID card or passport (for verification)

Prior to signature of contract of employment:

- i. 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. Data Warehouse Management

- Ensure the design, implementation, and ongoing management of a data warehouse within the Authority to consolidate and manage all qualitative and quantitative information from relevant departments.
- Maintain data accuracy, security, and accessibility to support informed decision-making across the Authority.

2. Data Strategy Development

- Develop and implement an Authority-wide data strategy aligned with organisational objectives and operational priorities.
- Ensure the strategy supports evidence-based decision-making, organisational efficiency, and long-term growth.

3. Data Infrastructure and Analytics Oversight

- Oversee the implementation and management of data infrastructure, reporting tools, dashboards, and advanced analytics platforms.
- Ensure analytics systems are reliable, scalable, and secure, meeting the needs of internal stakeholders and regulatory requirements.

4. Capacity Building and Skills Development

- Strategically plan capacity building within the Data Analytics Unit and across other teams to strengthen skills in data management, analysis, and interpretation.
- Promote a culture of data-driven decision-making throughout the Authority.

5. Stakeholder Collaboration and Advisory

- Collaborate with senior management across departments to understand their analytical needs and deliver actionable insights that support their objectives.
- Act as a trusted advisor on data interpretation, analytics outputs, and evidence-based recommendations.

6. Support for Policy & Strategy and Regulatory Departments

- Assist the Policy & Strategy and Regulatory departments in integrating data and analytics into policy development, monitoring, and evaluation processes.
- Promote data-informed approaches to regulatory compliance, performance monitoring, and strategic initiatives.

7. Analytics-Driven Decision Support

- Ensure the use of data and analytics to identify growth opportunities, optimise operations, and solve complex business problems.

- Provide predictive and prescriptive insights to support strategic, operational, and policy decisions.

8. Performance Monitoring and Reporting

- Monitor data analytics operations using KPIs, data quality metrics, and performance indicators.
- Prepare comprehensive reports and dashboards to inform senior management of trends, insights, and operational performance.

9. Resource and Budget Oversight

- Support the management of budgets related to data initiatives, analytics platforms, and capacity-building activities.
- Identify opportunities to optimise resource allocation and ensure cost-effective delivery of analytics projects.

10. Risk Management

- Identify risks associated with data quality, infrastructure, and analytics processes, including security and operational risks.
- Develop mitigation strategies and implement controls to ensure continuity, reliability, and compliance.

11. Innovation and Continuous Improvement

- Explore and implement innovative analytics tools, technologies, and methodologies to enhance data-driven decision-making and operational efficiency.
- Recommend process improvements and frameworks to optimise data use across the Authority.

The Unit Manager Data Analytics may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.