

JOB DESCRIPTION

Position: *Unit Manager – Stakeholder Engagement*

Reports to: *Chief Executive Officer*

Ref: *CAA/116/26*

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 – Stakeholder Engagement to develop and deliver a strategy to ensure citizens, and public and private sector partners, are actively listened to. The Unit Manager Stakeholder Engagement will work with stakeholder groups, panels, and governance structures, and collaborate with communications and policy teams to deliver high-quality engagement activities.

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.

3. DUTIES OF THE UNIT MANAGER – STAKEHOLDER ENGAGEMENT

The Unit Manager – Stakeholder Engagement is responsible for the satisfactory performance of the duties in Annex A.

The Unit Manager – Stakeholder Engagement 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 – Stakeholder Engagement is responsible for the satisfactory performance of all the above duties.

4.3 Accountability

The Unit Manager – Stakeholder Engagement 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 – Stakeholder Engagement shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.5 Supervision

The Unit Manager – Stakeholder Engagement will receive direction from the Chief Executive Officer or their representative.

4.6 Success Metrics

The Unit Manager – Stakeholder Engagement shall be responsible for:

- Strengthening stakeholder relationships by maintaining regular engagement with key partners and achieving a high level of stakeholder satisfaction and collaboration outcomes.
- Effective coordination and delivery of engagement initiatives, ensuring that stakeholder consultations, partnerships, and communication activities are implemented on time and contribute to organisational objectives.

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 Public Relations, Marketing, Communications, Public Administration, Journalism, or other relevant fields as determined by Management. Candidates should preferably have five (5) years of relevant work experience, including at least three (3) years in a managerial 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.

Proficient in written and oral communications in Maltese and English

5.2 Other

The applicant must have:

- 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. Scans of Educational Qualification Certificates
- iii. MQRIC certification of equivalence in case of foreign qualifications

At interview:

- i. Originals of Educational Qualification Certificates
- 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. Stakeholder Engagement Strategy

- Develop, implement, and lead a comprehensive stakeholder engagement strategy to strengthen partnerships, collaboration, and organisational influence across the public sector, private sector, and EU bodies.
- Ensure the strategy aligns with the Authority's priorities, regulatory objectives, and long-term goals.

2. Stakeholder Mapping and Analysis

- Lead stakeholder mapping, analysis, and segmentation to maintain a clear overview of the stakeholder landscape.
- Ensure engagement activities are targeted, strategic, and reach all relevant stakeholder groups.

3. Integration of Stakeholder Insights

- Ensure stakeholder insights, feedback, and emerging concerns inform organisational strategies, policy development, and regulatory decision-making.
- Support the integration of stakeholder perspectives into planning and strategic initiatives.

4. Relationship Management with Key Stakeholders

- Establish, maintain, and manage senior-level relationships with key stakeholders across the public and private sectors, as well as relevant EU and international bodies.
- Foster trust, collaboration, and long-term partnerships that support the Authority's mission and objectives.

5. Stakeholder Liaison and Advisory

- Act as the primary point of contact for senior stakeholders, addressing concerns, gathering feedback, and facilitating constructive dialogue.
- Provide guidance to internal teams on stakeholder expectations, sensitivities, and engagement approaches.

6. External Representation

- Represent the Authority in external forums, conferences, and strategic meetings with national, EU, and international stakeholders.
- Promote the Authority's role, priorities, and initiatives while strengthening its visibility and influence.

7. Stakeholder Engagement Activities and Events

- Design, plan, organise, and oversee stakeholder engagement activities, including consultations, advisory groups, working groups, forums, and events.
- Ensure all activities are strategically planned, professionally delivered, and aligned with the Authority's objectives.

8. Public Consultation and Outreach

- Coordinate public consultations, forums, and outreach initiatives to enhance transparency, participation, and stakeholder influence in decision-making processes.
- Ensure consultation outcomes are effectively captured and communicated within the organisation.

9. Strategic Communications Support

- Work closely with corporate communications and PR teams to ensure clear, consistent, and strategic messaging across all stakeholder engagement activities.
- Support the alignment of stakeholder engagement with broader communication and reputation management strategies.

10. Engagement Content and Materials

- Oversee the development of communication materials and content to support stakeholder engagement objectives across digital and traditional channels.
- Ensure materials are accurate, accessible, and aligned with organisational messaging and branding.

11. Professional Standards and Operational Delivery

- Ensure high professional standards in all stakeholder engagement activities and interactions.
- Support the timely delivery of objectives and encourage continuous professional development within the unit.

12. Monitoring and Evaluation of Engagement Activities

- Track, evaluate, and report on the effectiveness of engagement activities and events using agreed methodologies and performance indicators.
- Identify areas for improvement to enhance stakeholder participation and impact.

13. Stakeholder Intelligence and Trend Monitoring

- Monitor stakeholder trends, concerns, risks, and opportunities relevant to the Authority's regulatory and strategic environment.
- Provide insights that support informed decision-making by senior management.

14. Reporting and Strategic Recommendations

- Provide regular reporting to senior management on engagement outcomes, stakeholder feedback, and emerging issues.
- Develop recommendations to strengthen stakeholder relationships and improve engagement strategies.

The Unit Manager – Stakeholder Engagement may also be required to carry out any other duties as may reasonably be directed by the Line Superior and/or his/her representative.