

JOB DESCRIPTION

Position: *Unit Manager - Reporting and Data Intelligence*

Reports to: *Chief Regulatory Officer*

Ref: *184/26*

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.

The Reporting and Data Intelligence Unit Manager 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 REPORTING AND DATA INTELLIGENCE UNIT MANAGER

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

The Reporting and Data Intelligence Unit Manager 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 is responsible for the satisfactory performance of all the above duties.

4.3 Accountability

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

4.5 Supervision

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

4.6 Success Metrics

The Unit Manager 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.

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

Data Warehouse Management

- Lead the design, implementation, and ongoing management of the Authority's data warehouse.
- Ensure the integration and consolidation of qualitative and quantitative data from across all relevant departments.

Data Governance and Quality Management

- Establish and oversee data governance frameworks, including policies, procedures, and metadata standards.
- Ensure data security and compliance with applicable legal and regulatory requirements.
- Define and enforce data quality standards, including validation processes to ensure accuracy, completeness, and consistency.

Data Strategy and Infrastructure

- Develop and implement an Authority-wide data strategy aligned with organisational objectives.
- Collaborate with the IT function to design and maintain data architecture and databases.
- Oversee the deployment and management of data infrastructure, reporting tools, dashboards, and advanced analytics platforms.

Data Analysis and Business Intelligence

- Oversee the extraction, analysis, and modelling of large datasets to identify trends, patterns, and opportunities.
- Develop and maintain dashboards, data visualisations, and reporting tools to monitor Key Performance Indicators (KPIs) and support decision-making.

Reporting Matters

- Ensure that the reporting of Malta's national inventory of Malta's anthropogenic greenhouse gas emissions and removals is completed in a timely manner.
- Coordinate with the 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.
- Communicate with the Policy team to ensure that the data and reporting is being communicated and clearly understood across both units.

- 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.

Leadership and Collaboration

- Work closely with senior management to understand analytical needs and deliver actionable, data-driven insights.
- Act as a trusted advisor on data interpretation and evidence-based decision-making.
- Design and implement capacity-building initiatives to enhance data literacy and promote a data-driven culture across the Authority.

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