

JOB DESCRIPTION

Position: *Head Data Intelligence and Reporting*

Reports to: *Chief Regulatory Officer*

Ref no: *CAA 319/26*

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 Head Data Intelligence and Reporting 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 Head Data Intelligence and Reporting 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 HEAD DATA INTELLIGENCE AND REPORTING

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

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

4.3 Accountability

The Head Data Intelligence and Reporting 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 Head Data Intelligence and Reporting shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.5 Supervision

The Head Data Intelligence and Reporting will receive direction from the Chief Executive Officer or their representative.

4.6 Success Metrics

The Head Data Intelligence and Reporting 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

- A Master's degree in Statistics, Mathematics, Data Science, Computer Science or in relevant areas determined by the Management with a minimum of 3 years of working experience, of which at least 3 years in a senior or managerial role leading engagement, communications or PR functions.
- Candidates holding a Bachelor's degree in the same related fields with a minimum of 7 years of relevant working experience, including at least 5 years in a senior or managerial capacity, will also be considered. 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.

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

Data Warehouse Management

- Ensures 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.

Data Governance and quality management

- Establish and monitor internal policies and procedures and metadata frameworks to ensure data security and compliance with applicable regulations
- Defines data quality standards and implement validation processes to ensure accuracy, completeness, and consistency.

Data Strategy and Infrastructure

- Develop and implement an Authority-wide data strategy aligned with organisational goals.
- Collaborate with the IT team to design data architectures and data management databases.
- Oversees the implementation and management of data infrastructure, reporting tools, dashboards, and advanced analytics platforms.

Data Analysis and Business Intelligence

- Oversee the extraction, mining, and modelling of large datasets to identify patterns, trends, and opportunities
- Design and maintain dashboards, data visualizations, and reporting tools to track Key Performance Indicators (KPIs).

Leadership and Collaboration

- 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.
- Design a capacity building programme for staff to ensure the use of data intelligence to drive data intelligent initiatives in the Authority

- The Head Data Intelligence and Reporting shall be responsible for the data and information management of climate and emissions related matters including the collection, monitoring and analysis.

Data and information management duties

- Implement, design, develop and manage the system for the use of information or datasets including their appropriate dissemination, according to the needs of the Authority and the public, in line with the Authority's mission and vision.
- Assess the operations of current data and information systems so as to ensure their appropriate use and recommend technology investment to the Authority as applicable.
- Manage the life cycle of datasets, from their creation to their classification and databases and their use.
- Manage data requests and contribute to the building of data sharing capacities at national level.
- Implement data management practices ensuring that information is compliant with national and international requirements.
- Coordinate and maintain a coherent data and information reporting system within the Authority.
- Identify climate and emissions data and information needs and recommend and spearhead memoranda of understanding or other agreements with relevant data holders.

Supporting role duties

- Establish and manage a range of data and information resources to support policy development in all key sectors of the Authority's operational plan.
- Administer data and information systems, ensuring that data is continuously updated, available and reliable.
- Develop and implement data and document management and assist in ensuring the processing of the data-cycle.
- Provision of in-house and external guidance on data sources, basic statistical techniques and other monitoring and analytical methods.
- Prepare detailed reports and summaries, including the preparation of reports for fulfilling Malta's EU and international reporting obligations.
- Coordinate the development of dissemination systems and models within the Authority in line with the Authority's needs.
- Track budgetary needs in relation to data management and monitoring.

Data monitoring and Analysis

- Monitor Malta's national and international data and information management obligations and ensure that these are met, identifying issues as applicable.
- Lead and maintain an overview of new and existing monitoring and reporting obligations to ensure appropriate ownership and implementation of national and international legal obligations and commitments.

- Coordinate data monitoring processes and the collection, collation and analysis of resulting data and information related to climate and emissions, report compilation and assessment of applicable trends.
- Create data models and information flow methodologies for data cycle processes and predictive modelling where applicable.
- Identify gaps in the Authority's data needs and propose effective recommendations to address such gaps in both a strategic and tangible manner.
- Ensure the effective organisation, presentation and updating of key strategic data, including summaries and reports on significant datasets.

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