

JOB DESCRIPTION

Position: *Team Leader - Strategy*

Reports to: *Chief Strategy Officer*

Department: *Policy and Strategy*

Ref:

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. We are seeking an experienced, motivated, and dedicated Team Leader - Strategy to oversee the effective delivery of strategic objectives and support the Authority in achieving its mandate relating to climate action and sustainable development.

The Team Leader - Strategy will be responsible for carrying out duties assigned by the Authority in line with its aims and objectives and in accordance with all relevant legal instruments, including but not limited to the Climate Action Act and its subsidiary legislation, as well as applicable European Union and international frameworks.

The selected candidate will support the Chief Strategy Officer in policy research, strategic planning, analysis, monitoring, and reporting functions, while contributing towards the development, implementation, and review of the Authority's operational plans, strategic priorities, and climate action commitments. The role also entails leading and coordinating strategic initiatives across the Authority and with external stakeholders to ensure alignment with national and international climate objectives.

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, management, coordination, monitoring, and implementation of strategic initiatives.
- To support the development, implementation, and monitoring of the Authority's operational plans, strategic work programmes, and climate action priorities.
- To coordinate the Authority's strategic engagement with Government entities, public authorities, and relevant stakeholders in support of climate action objectives.
- To provide strategic advice, analysis, and recommendations to senior management on climate-related policy implementation and organisational priorities.

3. DUTIES OF THE TEAM LEADER - STRATEGY

The Team Leader - Strategy shall be responsible for the satisfactory performance of the duties outlined in Annex A and for the effective management, supervision, coordination, and development of staff assigned to the Strategy function.

The Team Leader - Strategy shall foster, promote, and contribute to a culture of professionalism, collaboration, accountability, innovation, and service excellence within the Authority.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

The Team Leader - Strategy shall report to the Chief Strategy Officer or his/her representative.

The Team Leader - Strategy shall manage and coordinate staff assigned to the Strategy function and may be required to lead cross-functional teams across the Authority to support the implementation and monitoring of strategic projects, programmes, and initiatives.

4.2 Authority

The Team Leader - Strategy shall have the authority to take reasonable management and operational decisions consistent with the position objectives and responsibilities, subject to any direction provided by the Chief Strategy Officer or their representative.

4.3 Responsibility

The Team Leader - Strategy shall be responsible for the satisfactory performance of all duties assigned and for ensuring that strategic initiatives and projects are delivered effectively and efficiently.

4.4 Accountability

The Team Leader - Strategy shall be accountable for all duties undertaken. The performance and effectiveness of the appointee shall be assessed through consideration of:

- The provision of strategic advice and expertise;
- The quality and timeliness of reports, briefs, position papers, and recommendations;
- The achievement of strategic objectives and operational targets;
- The effective utilisation of resources and commitment to cost-effectiveness and added value;
- Initiative, leadership, and innovation demonstrated;
- Communication, collaboration, and stakeholder engagement;
- The quality of services delivered and outcomes achieved.

4.5 Cooperation and Teamwork

The Team Leader - Strategy shall promote and contribute to a culture of cooperation, collaboration, and teamwork within the Authority.

4.6 Supervision

The Team Leader - Strategy shall receive directives from the Chief Strategy Officer or his/her representative and shall provide leadership, guidance, supervision, and support to staff assigned to the Strategy Unit.

4.7 Success Metrics

Performance shall be measured against, but not limited to, the following:

- Effective implementation and monitoring of the Authority's operational plans and strategic objectives;
- Timely delivery of reports, position papers, strategic recommendations, and briefs;
- Strong stakeholder engagement and effective inter-institutional coordination;
- Effective management and development of staff within the Unit;
- Ability to analyse, consolidate, and communicate complex policy matters clearly and effectively;
- Ability to coordinate multi-disciplinary perspectives and formulate coherent organisational positions;
- Ability to facilitate consensus-building and resolve conflicting viewpoints;

- Maintenance of consistency across strategic positions and recommendations;
- High standards of organisation, communication, and operational efficiency.

5. ELIGIBILITY REQUIREMENTS

5.1 Qualifications and Experience

Applicants must be in possession of either:

- (a)** A recognised Bachelor's Degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits or an appropriate recognised comparable qualification) in Political Science, Public Policy, Economics, International Relations, or other relevant areas as determined by Management, together with a minimum of three (3) years of relevant work experience of which one (1) year in a leadership role.

OR

- (b)** A recognised Master's Degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits or an appropriate recognised comparable qualification) in Political Science, Public Policy, Economics, International Relations, or other relevant areas as determined by Management, together with a minimum of one (1) years of relevant work experience.

Applicants holding foreign qualifications are required to produce a recognition statement issued 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.

MQRIC application portal: <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.

Experience in strategic planning, policy development, stakeholder coordination, climate policy, public administration, or related areas will be considered an asset.

5.2 Other

The applicant must possess:

- Excellent verbal and written communication skills in both Maltese and English;
- Strong analytical, research, and problem-solving skills;
- Excellent organisational and planning abilities;
- Ability to work independently and as part of a multidisciplinary team;
- Strong stakeholder management and relationship-building skills;
- Ability to manage multiple priorities and meet demanding deadlines;
- High levels of professionalism, integrity, accuracy, and confidentiality;
- Strong leadership and people management skills;
- Excellent drafting, reporting, and presentation skills.

The appointment of candidates who are not citizens of Malta may necessitate the issue of an employment licence insofar as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this matter.

6. OTHER PROVISIONS

6.1 Probationary Period

This appointment is subject to a probationary period of twelve (12) months.

6.2 Conduct

Selected candidates must be of conduct appropriate to the 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.

6.3 Submission of Documentation

With Application:

- Curriculum Vitae (CV)
- Scans of educational qualification certificates
- MQRIC recognition statement, where applicable

At Interview:

- Original educational qualification certificates for verification
- Original Identity Card or Passport for verification
- MQRIC recognition statement, where applicable

Prior to Signature of Contract of Employment:

- Jobsplus / Identita permit to work, where applicable
- Certificate of Conduct (original)

6.4 Conflicts of Interest

In terms of Directive 16 regarding the Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration, issued by the Principal Permanent Secretary on 27 November 2023 and effective from 1 February 2024, the Selection Board shall assess candidates' previous employment history to identify any potential conflicts of interest. Candidates are therefore required to provide a fully updated Curriculum Vitae, including qualifications and complete employment history, with their application. Any potential conflict-of-interest matters identified shall be reported and appropriately managed. Selected candidates shall also report any known actual, potential, or apparent conflict of interest prior to accepting an appointment through the prescribed declaration available at Appendix 1 to Directive 16.

ANNEX A

DUTIES AND RESPONSIBILITIES

The Team Leader - Strategy shall:

- Act as the Authority's focal point for operational plans, strategic initiatives, and organisational work programmes.
- Support senior management in the preparation, implementation, monitoring, and review of the Authority's annual operational plans and strategic priorities.
- Strengthen, coordinate, and maintain the Climate Action Coordinators Platform, including the development and implementation of an annual programme of work.
- Ensure ongoing communication and coordination within the Climate Action Coordinators Platform on all matters relevant to the Authority.
- Collaborate with the Policy Team in monitoring the implementation of climate-related policies, strategies, adaptation frameworks, and long-term plans.
- Coordinate with Government Ministries, public entities, and stakeholders through the Climate Action Coordinators Platform to ensure progress on national climate objectives.
- Monitor progress on climate-related measures identified under Malta Vision 2050, Government Manifestos, national strategies, and annual budget measures implemented by Ministries and Government entities.
- Assist in the development and review of climate-related policies, strategies, and implementation frameworks.
- Coordinate strategic reporting and prepare briefs, position papers, reports, presentations, and recommendations for senior management.
- Support and collaborate with the Authority's Communications and Projects functions to ensure a coherent and strategic approach to climate action initiatives.
- Represent the Authority in meetings, consultations, working groups, and forums as directed by management.
- Monitor emerging national, European Union, and international policy developments and assess their implications for the Authority.
- Lead, supervise, mentor, and develop staff assigned to the Strategy Unit.
- Perform any other duties as may reasonably be directed by the Chief Strategy Officer, the CEO, or their respective representatives.