

Job Description

Position: Assistant Officer (Human Resources)

Grade: Grade A

Directorate: Corporate Services

Reports to: Superior [as assigned from time to time]

Key Responsibility

In the role of Assistant Officer (Human Resources), the Officer is responsible to assist superiors in the management of the functions and deliverables under the area of responsibility in line with the aims and objectives of the Authority.

Section A

General Employee duties within the assigned responsibilities

1. Perform duties within the provisions of the Environment Resources Authority (ERA) Act, subsidiary and / or related legislation, and that all operations and activities comply with the relevant legal instruments;
2. Contribute to the objectives of the Authority by effectively planning, organising, leading and controlling the assigned responsibilities;
3. Serve as a point of reference for the Authority in the assigned responsibility;
4. The Officer is expected to:
 - i. Liaise and represent the Authority in meetings including but not limited to commissions, committees, Board meetings conferences, public consultation meetings, hearings, mediation, remedial action, legal hearings, tribunal sittings, court sittings within and outside the official working hours of the Authority, both locally and abroad; and
 - ii. Observe and comply with guidelines and directions as may be issued by Senior Management;
5. Assist to meet the public's demands in line with the Authority's responsibilities;
6. Inform, advising and reporting to immediate superiors on matters, developments, issues and cases;
7. Resolve issues and cases that fall within the assigned responsibilities;
8. Participate and represent the Authority in internal and external meetings, training seminars, public consultation, negotiation meetings, hearings, mediation, remedial action, and / or court and tribunal sittings;

9. Analyse, interpret, apply and implement in a timely and appropriate manner any relevant National, and International legislation, directives, procedures, and similar obligations as well as any other relevant documents, and providing information and guidance to other officers within the Authority;
10. Participate in internal and external investigations;
11. Participate in media, awareness-raising and PR activities and campaigns;
12. Address enquiries and complaints and providing information and reports with recommendations;
13. Provide support to other Authority functions as relevant and participating in internal and external meetings;
14. Administer, coordinate, collect, map, report, record, analyse and audit data logs and information that is generated both internally and externally outside ERA;
15. Maintain the Authority databases;
16. Contribute to research studies;
17. Contribute and adhered to the Policy Standards, Practices and Procedures set by the Authority;
18. Support and substitute other officers in attaining the Authorities goals and deliverables;
19. Report and provide effective briefing and correspondence on the assigned tasks and duties regularly with respective superiors;
20. Is expected to work outside normal office hours to meet deadlines;
21. Report and assist ERA management in HR-related matters; and
22. Perform other tasks and exercises as required or directed by the line superiors or Chief of the Authority.

Section B

Main Duties and Responsibilities through own self and/or through any assigned officers as relevant:

Lead

1. Assist colleagues within the assigned areas of responsibility to ensure the delivery of effective results;
2. Mentor and motivate ERA officers, endorsing subordinates' work, and delegating own authority as authorised by the line superiors;
3. Raise recommendations to improve performance and effectiveness and contributing to the change process;
4. Make decisions at the appropriate level of responsibility whilst taking into account the Authority policies and procedures, goals and objective;
5. Provide advice to the Authority on developments in both national and international fields within the area of responsibility and where necessary to act as a focal or contact point for the authority;
6. Promote a culture of collaboration, a positive working environment, work ethic and service to the public; and
7. Provide service to clients, following established procedure and managerial direction, ensuring the processing of applications according to set parameters.

Develop

1. Review, develop and drafting policies, strategies, programmes, plans, legal documents (including contracts, notices and regulations), procedures, and practices concerning assigned areas of responsibility;
2. Develop and implement well-researched technically sound actions on generic and particular subjects and situations;
3. Support to the identification, development and implementation of strategies and policies to provide effective protection and an integrated and sustainable improvement to the environment;
4. Support in the development and implementation of business plans and budgets for the assigned responsibilities;
5. Develop, review and implement mechanisms, to ensure that any quantitative and qualitative targets, including those of any assigned subordinate officers, are attained;
6. Foster internal and external stakeholder relationships by liaising, consulting, negotiating, networking;
7. Keep abreast with relevant developments in both national and international fields including legislations and policies, procedures, environment issues and decision making processes; and
8. Contribute to employee development and training.

Plan

1. Plan targets and indicators within the assigned area of responsibility and assisting line superiors in the planning of the Authority objectives and strategies; and
2. Schedule, coordinate and prioritize work within the assigned area of responsibility.

Monitor

1. Supervise and assess employee performance;
2. Assist in the monitoring of business plans, budgets, goals, policies, expenses, objectives, targets, contracts and processes and recommending necessary actions as appropriate;
3. Appraise operations within the assigned area of responsibility to ensure effectiveness, proportionality and consistency;
4. Ensure that the OHSA policies are adhered to and help secure proper regard for public safety in all ERA actions; and
5. Ensure that data and document policies are adhered to.

Section C

Job specification duties

The Officer shall be responsible to support the superior in various HR duties, ensuring that the overall operations are carried out effectively and efficiently in accordance with any applicable policies, and approved business plans and in liaison with the line superior to:

1. Assist in the administration of payroll functions including collecting, calculating, and entering data;
2. Administer time and attendance;
3. Assist employees and management in payroll related matters;
4. Ensure that employees adhere with payroll procedures and deadlines;
5. Assist superior in the compilation of payroll reports for internal and external use and any other statistical reports required by management;
6. Prepare monthly related reports and statistics;
7. Maintain up-to-date records on payroll information;
8. Assist in collecting data/documents for the annual performance appraisal system;
9. Assist in the administration of payroll software packages provided;
10. Ensure that confidentiality on employee information is always maintained;
11. Keep abreast with employment law and related legislations including GDPR;
12. Assist in supporting employees on work related matters and welfare, follow up on support where necessary and provide feedback to HR Manager on employee concerns;
13. Support HR Manager with the overall Authority's manpower requirements;
14. Assist with conducting research and drafting of HR practices and procedures;
15. Assist in the recruitment, selection, and promotion process;
16. Update HR related information as required from time to time;
17. Assist in employee induction programmes;
18. Assisting in the coordination of training with training suppliers;
19. Monitor the status of purchase orders, ensuring timely processing and tracking from initiation to completion.
20. Assist the line superior/s in specialized projects and reports.

Section D

Job Entry Requirements

Qualifications & Experience

- Bachelor's Degree [MQF Level 6] with a minimum total of 180 ECTS credits in Human Resources Management, Social Science, Psychology, Work and Human Resources, Social Policy, Social Work, or comparable qualification as recognized by MFHAE.
- Alternatively in case of no first degree, a Master's Degree [MQF Level 7] with a minimum total of 90 ECTS credits in Human Resources Management, Social Science, Psychology, Work and Human Resources, Social Policy, Social Work or comparable qualification as recognized by MFHAE.
- This job specification requires the candidate to be able to communicate effectively both verbally and in writing in Maltese, therefore a minimum 'O' Level in Maltese is required.

Personal Skills

- Interpersonal Skills;
- Leadership skills;
- Communication skills;
- Methodological skills.


Daniel Cilia
Director
Corporate Services

Attributes

- Reliability & trustworthiness;
- Integrity;
- Collaborative attitude;
- Team player.

Organisational Skills

- Administration;
- Research and analysis;
- Coordination;
- Time management;
- Negotiation.

