



## JOB DESCRIPTION

The Authority is an equal opportunities employer

<i>Position:</i> <b>OHS OFFICER I</b>
<i>Reporting as necessary to:</i> OHS Officer II, Principal OHS Officer, line manager, or any other officer as delegated by the Authority
<i>Subordinates:</i> Not applicable
<i>Purpose:</i> To promote the dissemination of information, education and training on occupational health and safety and the methods required to prevent occupational injury, ill health or deaths and to enforce the relevant legislation
<i>Contract:</i> Indefinite with a probationary period of Six (6) months, [subj. Art. 29, CA 2017-2021]   Full time (40h)

### **Duties & Responsibilities:**

#### ***Operational - the appointee will be required to:***

- Carry out workplace visits whenever the need arises, or as directed.
- Draw up reports in connection with workplace visits, accidents, ill-health investigations.
- Implement legislation in relation to OHS jurisdiction.
- Monitor compliance with relevance to OHS legislation and take enforcement action where appropriate, or as directed.
- Issue enforcement notices when required and follow up as appropriate.
- Liaise with management in the initiation of proceedings leading to the issue of *Administrative Fines*, or the action required in the preparation of a court case.
- Give evidence in court cases and in appeals against orders issued in terms of the law.
- Take legal action when and where appropriate.
- Collate and analyse data and statistics and carry out research as directed by the Authority with regards to occupational accidents, ill-health and deaths and on matters ancillary to OHS.
- Make recommendations to superiors on measures that need to be taken to improve OHS core operations.
- Report any issues and seek advice and direction from the next senior officer or any other officer as delegated by the Authority.

#### ***Awareness raising and Education - the appointee will be required to:***

- Promote occupational health and safety principles and subsidiary legislation at private and public entities and institutions, through advice, education, training and to prepare guidance and information material.
- Take part in the above initiatives, including through media as directed.



***General - the appointee will be required to:***

- Follow policy and management directives.
- Ensure best attitude, behaviour, language and appearance thus portraying the best image and reputation of the Authority.
- Participate as required in professional meetings/seminars/workshops, including training online, locally and abroad, and review scientific literature and preparation of technical reports and publications.
- Drive a service vehicle as and when required.
- Report to line manager or any other delegate as appointed by the Authority, any anomalies with regard to the above.
- Execute any other duties as may be assigned by the Authority.

An OHS Officer I shall be appointed as OHS Officer in terms of Act XXVII of 2000 - (Cap. 424) and shall have such legal powers and duties as are mentioned in the said Act. The successful applicant shall be assigned to areas according to the exigencies of the service.

**Qualifications, skills and experience required:**

***- Qualifications:***

- Applicants must, by the closing date of submission of the application, be in possession of a recognized **Diploma in Social Studies (Occupational Health & Safety)** MQF Level 5 or higher, or a recognized appropriate comparable qualification.
- It is clarified that:-
  - ✓ **Recognised** means that the qualification emanates from an accredited institution
  - ✓ **Comparable** means that it has been recognised as an equivalent qualification by the Malta Further & Higher Education Authority (MFHEA <https://mfhea.mt/> - i.e. at the same level of difficulty
  - ✓ **Appropriate** means that the subject-matter covered by the qualification is relevant to the area of specialisation sought

***- Skills:***

- strong interpersonal skills, in particular the ability to be assertive.
- strong analytical and reasoning abilities.
- excellent oral and written communication skills in Maltese & English.
- in possession of a valid driving license in respect of Category B (Manual)
- Good working knowledge of computer operation and mainstream office software packages.

***- Experience:***

- Although not required, would be considered as an asset.



### **Other issues pertinent to this call:**

#### **- Verification and submission of Qualifications:**

- Original certificates and/or testimonials are to be invariably produced for verification at the interview if requested.
- a) With respect to qualifications produced in response to this call for applications, applicants are required to produce a recognition statement by the *Malta Qualifications Recognition Information Council* (MQRIC) based within the *Malta Qualifications Council*, or by any other designated authority, as applicable. Such statement should be attached to the application and the original presented at the interview.
- b) Applicants who are not in possession of the recognition statement may still apply, provided that they submit a copy to the receiving Entity as soon as this is available but, in any case, by not later than one week from the closing date of the Call for applications. Applicants who, for reasons beyond their control, fail to present the required statement within the one-week period stipulated above, may request the receiving entity to extend the time limit by a further period which, in any case, may not exceed one week. Reasons for delay should be clearly stated.
- c) Applicants are exempt from the above requirements in respect of qualifications obtained from accredited universities or other accredited institutions that are listed and available for download from the MQRIC page of the *Malta Qualifications Council* website. In cases of doubt, however, the Selection Board may set aside this exemption and direct an applicant to procure a recognition statement from MQRIC. In such a case the applicant shall be given one month to procure the statement, subject to the possibility of extension as provided for in sub-paragraph (b) above.

#### **- Police Conduct:**

- Together with a hand-written letter of application, candidates are expected to submit a recent police conduct certificate (not older than 6 months).

### **Conditions of Employment:**

The OHS's Collective Agreement (CA) shall regulate all matters relating to conditions of employment. **Negotiations are currently underway for a new CA. For this reason, the employment package indicated below may change.**

#### **- Gross Annual Salary:**

As per OHS Collective Agreement (CA) 2017-2021 scales, the entry salary for the position in 2021 stood at €21,265, rising by increments of €408 and annual CA increase of €628 up to a maximum of €23,713 (inclusive of Cost of Living Adjustment).

Overtime, according to the exigencies of the Authority's service, shall be paid at rates established by the CA.

#### **- Allowances:**

This post carries a number of annual allowances (including Inspectorate [€3,000], use of personal mobile [€130] and clothing [€232.94] to which the employee would be entitled as applicable. These shall be paid in accordance to the CA in force at the time.