



JOB DESCRIPTION

The Authority is an equal opportunities employer

<i>Position:</i> Senior Manager (Legal Affairs)
<i>Reporting as necessary to</i> Chief Executive Officer, OHS Authority or as delegated by the Authority
<i>Subordinates</i> Other members of staff as directed from time to time by the CEO
<i>Purpose</i> To direct, monitor and oversee all Legal matters assigned.
<i>Duration of Contract</i> Indefinite 40h/week Position is subject to a probationary period of twelve (12) months

Duties & Responsibilities:

The appointee will be required to:

- Provide advice to, and to assist and represent OHS Authority in all legal matters including in all courts of law in Malta and Gozo and all tribunals.
- Review and oversee the operations of the system of intimations for the payment of penalties managed by OHS Authority, and to take follow-up action as necessary. OHS Authority staff will work with the Contractor on the running and implementation of this system. Details of the workflow shall be discussed with the Contractor after signature of contract.
- Carry out prosecution activities for breaches of legislation according to the OHS Authority Act.
- Review or prepare draft OHS legislation and provide translations into Maltese or English as appropriate.
- Offer advice to OHS Officers in their duties related to court attendance, and in collecting, preserving and producing best evidence before the Courts of law.
- Provide data from official registration records as would be required by OHS Authority for enforcement purposes. Any registration or membership fees arising from such services shall be billed to OHS Authority.
- File court applications as may be necessary from time to time.
- Appear in court.
- Review arrangements pertaining to GDPR requirements regarding all records being collected and kept by OHS Authority, and make proposals as required.
- Review contract content pertaining to OHS Authority's contractual requirements and make proposals as required
- Ensure efficient internal and external communication related to such developments
- Co-ordinate, assist and participate in regular meetings with the various directorates, line departments, entities and OHS Authority sections or individuals in order to ensure adequate follow-up
- Take a leading role in coordinating strategy and policy initiatives in assigned areas, including those initiated at EU level, so as to ensure that appropriate early action is undertaken to define a way forward and chart a goal plan



- Draw up reports and office briefs on matters related to OHSA's role, from a local as well as an international perspective
 - Participate and represent the Authority in inter-departmental and governmental meetings both locally and abroad, as directed
 - Actively engage in networking activities, internally and externally, related to the incumbent holder's responsibilities
 - Provide managerial duties associated with the duties of Senior Manager (Legal Affairs), including the coordination of administrative duties.
- ***Supervisory - the appointee will be required to:***
- In liaison with the CEO, prepare work schedules and workplans for any direct subordinates and to review performance on regular basis against set objectives
 - Report sectional achievements, KPIs to the CEO
 - Coach and guide any subordinates in their daily work and participate in the identification of their training needs
 - Ensure best attitude, behaviour, language and appearance thus portraying the best image and reputation of the Authority
 - Report to the CEO, any anomalies in regard to the above.
- ***General – the appointee will be required to:***
- Follow policy and management directives
 - Prepare timely financial data submissions and any other documentation
 - Maintenance of source documents and filing to ensure continuation and audit trail
 - Prompt CEO to problem areas
 - Liaise with Government institutions as and when required
 - Keep abreast with Government policies, procedures and applications, and follow training as directed
 - Participate as required in professional meetings/seminars/workshops, including training locally and abroad, and review scientific literature and preparation of technical reports and publications
 - Be responsible for self-checking calculations and all workings
 - Execute any other duties as may be determined from time to time by the CEO.

Direct Guidance / Supervision

Under the direct supervision of the CEO, who shall be available to give guidance and direction as required.

The position holder will be allowed to work private practice, with the prior approval of the CEO given in writing and so long that it is not related to occupational health and safety, or which can give rise to any conflict of interest.

Qualifications, skills and experience required:

- ***Qualifications:***
- The successful candidate must be in possession of a Warrant to practice as a lawyer in the Maltese Islands.
 - Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.



- **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
- have the ability to meet strict deadlines
- in possession of a valid driving license in respect of Category B (Manual)
- expected to be fully conversant with mainstream Office software in use at OHSA. The current software in use at OHSA is O/S Win 10, MS Office 365 Pro.

- **Experience:**

- Three (3) years experience or any other experience that may be considered by the Authority, which experience must be duly sustained with relevant evidence.

Other issues pertinent to this call:

- **Verification and submission of Qualifications:**

- Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which are to be scanned and sent through the designated mailbox at recruitment.ohsa@ohsa.mt
- Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- Applicants are requested to present a recent police conduct certificate (not older than 6 months) at the time of application.

Selection procedure

Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.

Conditions of Employment

The OHSA's Collective Agreement (CA) shall regulate all matters relating to conditions of employment other than as specified in the terms of Remuneration and other benefits.

Remuneration and Other Benefits

The Employee shall be entitled to a salary of Senior Manager of the Occupational Health & Safety Authority. In the absence of a new collective agreement which expired in December 2022, the annual salary for 2023 for a Senior Manager remains pegged to Scale 4 of *Collective Agreement for Employees in the Public Service 2017-2024*, as adjusted for 2023 (Ref. IRU 20/02/2023) to €38,980, a communication allowance of €1,600 annually and an all-inclusive transport allowance of €4,658 per annum is also applicable. Salary figures are inclusive of COLA. The Employee shall be paid an annual Performance Bonus of up to 15% per annum.

Negotiations are underway for a new CA.