



## JOB DESCRIPTION

The Authority is an equal opportunities employer

<b>Position: Senior Manager (Legal &amp; International Affairs)</b>
<i>Reporting as necessary to</i> Chief Executive Officer, OHSA 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 and International matters assigned, including GDPR.
<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 assist and represent the Occupational Health & Safety Authority in legal matters.
- Review or prepare draft occupational health and safety legislation and provide translations into Maltese or English as appropriate.
- Provide data from official registration records as would be required by the Occupational Health & Safety Authority for enforcement purposes. Any registration or membership fees arising from such services shall be billed to Occupational Health & Safety Authority.
- File court applications as may be necessary from time to time.
- Actively assist/participate/advise on international developments in regard to OHS matters, particularly but not limited to current and future EU directives in international affairs.
- Identify opportunities for financial support through EU funding programmes.
- Co-ordinate strategy and policies at local and EU levels. Outline actions for adherence/compliance and make recommendations accordingly.
- Draw up reports and office briefs on matters related to OHSA's role at international level.
- Act as the Entity's General Data Protection Regulation (GDPR) Officer.
- Review arrangements pertaining to GDPR requirements regarding all records being collected and kept by Occupational Health & Safety Authority, and make proposals as required.
- Review contract content pertaining to Occupational Health & Safety 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 Occupational Health & Safety Authority sections or individuals, in order to ensure adequate follow-up.
- Take/or assist 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 the Occupational Health & Safety Authority'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 may be directed from time to time.
  - Actively engage in networking activities, internally and externally, related to the incumbent holder's responsibilities
  - Provide assistance, if so required, in managerial duties associated with other Senior Managers.
- ***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
  - Offer assistance and/or advise internal department members in matters arising.
  - 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 data submissions and any other documentation as required.
  - 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 or any other Senior Manager delegate.
  - Any other duty assigned or delegated in line with the legal profession.

### **Direct Guidance / Supervision**

Under the direct supervision of the CEO, or delegate 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:***

- Before the closing date of this application, the successful candidate must have been in possession for at least three years 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 & Automatic)
- expected to be fully conversant with mainstream Office software in use at the Occupational Health & Safety Authority. The current software in use at the Occupational Health & Safety Authority is O/S Win 10, MS Office 365 Pro and elements of Dakar HR.

- ***Experience:***

- Experience in a similar role and be able to demonstrate or show track record.

### **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](mailto:recruitment.ohsa@ohsa.mt)
- Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- Applicants are requested to present 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 Occupational Health and Safety Authority'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.

### ***Concurrent Issue of this vacancy:***

*If recourse to issue an Expression of Interest and/or Public Notice (following Jobsplus procedure as per ETS Act) is eventually taken, mention is made that available vacancies are filled on the basis of the internal call result and, when exhausted, through the Expression of Interest and/or through Jobsplus procedures, as applicable. Extract from Manual for Public Sector Entities: Delegation of Authority to effect Recruitment, Promotions and Industrial Relations – Section 3.6(ii)*

The website address and email address of the receiving Entity: [ohsa.mt](https://ohsa.mt) & [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt).