



## JOB DESCRIPTION

The Authority is an equal opportunity employer.

<b>Position: Manager (Human Resources &amp; Administrative Support)</b>
<i>Reporting as necessary to:</i> Senior Manager (Corporate Services) or as delegated by the Chief Executive Officer (CEO)
<i>Subordinates:</i> Admin and support staff within Corporate Services Section or any other personnel as directed from time to time
<i>Purpose:</i> HR professionals are tasked with strategic planning for staffing, conducting interviews, and hiring personnel to foster a productive work atmosphere. The incumbent shall consult with top and line management on decisions impacting all levels, in fostering the required sustainable transformation within the entity. HR Planning, HR Management and administration including personnel, recruitment, disciplinary and salaries, performance management, maintaining staff personal records, professional and career development, training, maintaining organizational culture, talent management, progressions, employee relations, union relations, compliance, discipline, diversity, equity & inclusion, employee wellness and staff recognition are key elements of this position.
<i>Contract:</i> Indefinite   40h/week   Position is subject to a probationary period of twelve (12) months

### Duties & Responsibilities:

- i. Supports the CEO, Senior Manager (Corporate Services) with the monitoring of delegated functions of all human resources policies, programs, and practices to ensure compliance with central policies across the entity;
- ii. Assists in the liaison with all department to assess and recommends to the Senior Manager (Corporate Services) HR requirements, succession plans and skills gaps;
- iii. Supports the improvement of the performance in the entity through planning, monitoring, and appraising of results whilst making necessary referrals for employees who require career guidance, counselling or corrective/disciplinary measures;
- iv. Manages constant and regular compliance checks to ensure that established policies are being adhered to and follow up on the timely implementation of corrective measures required;
- v. Supports Senior Management in the alignment between the HR Strategy and business goals, contributes towards the Training Needs Analysis and supports change management programmes;
- vi. Create checklists and Standard Operating Procedures and manual to improve adherence to processes, procedures and regulations to reduce risks of lack of compliance
- vii. Manages the collations of data related to human resources records of the Authority by utilising the standard OHSA Corporate data systems for data entry, enquiry and reporting;
- viii. Follows up with the heads of the entity to ensure implementation and full compliance of performance appraisals and takes the necessary action to address any pending appraisals to ensure that timeframes are strictly adhered to;
- ix. Verifies that calls for publication are submitted correctly and according to required timeframes, and manages operational functions in relation to resourcing by updating job requirements and job descriptions for all posts/positions;



- x. Supports and if necessary actively participates in the management of harmonious industrial relations at the Authority and prepares all the required data/financial workings in case of negotiations;
- xi. Prepares, shares data and refers to the IPS all new employees who have to undergo induction or other employees who require development following results of performance appraisals as well as coordinates the inter organisational orientation as necessary;
- xii. Appear and give evidence in court cases as necessary in terms of the law
- xiii. Promote employee wellness at private and public entities and institutions, including radio and tv, through advice, education, training and contribute towards the preparation of guidance and information material
- xiv. Take part in the above initiatives including through media as directed
- xv. In liaison with Senior Manager (Corporate Services) and Senior Manager (Finance) coordinate staff development for delivery by OHSa personnel or outsourced provider as may be the case.
- xvi. Supports the Culture of Excellence whilst ensuring effective communication at all levels;
- xvii. Undertakes any other tasks, which the superior may delegate to her/him, as may be required;

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

- Make use of OHSa ICT facilities
- Follow policy and management directives
- Participate as required in professional meetings/seminars/workshops, including training locally, abroad, online, and review scientific literature and preparation of technical reports and publications
- Submit to a performance appraisal by the direct manager
- Execute any other duties as may be determined from time to time by the Chief Executive Officer

- ***Appointment***

- A **Manager (Human Resources & Administrative Support)** shall be appointed and assigned to areas according to the exigencies of the service.

- ***Direct Guidance / Supervisor***

Under the direct supervision of the Senior Manager (Corporate Services) or as delegated by the CEO, who shall be available to give guidance and direction as required.

**Conflict of Interest**

The position holder will be allowed to work private practice, with the prior written approval of the CEO and in line with the Authority's Standard Operating Procedure for Private Work and Conflict of Interest.

**Qualifications, skills and experience required:**

***Qualifications:***

- ***By closing time and date of this call for applications, applicants must be:***



- **Eligibility:**

- i.
  - a. citizens of Malta; or
  - b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; or
  - c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; or
  - d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
  - e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the Status of Long-Term Residents (Third Country Nationals) Regulations, 2006 or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the Family Reunification Regulations, 2007; or
  - f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within *Identita`* should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

- ii. able to communicate in the Maltese and English languages

**AND**

- must have been in possession of a recognised **Masters' degree at MQF Level 7** (subject to a minimum of 90 ECTS/ECVET credits, or equivalent\*) in **Work and Human Resources Management** or **Training and Development** or **Public Administration** or **Public Management** or **Corporate Governance and Leadership** or **Leadership and Organisational Behaviour** or **Management and Leadership** or **Strategy, Leadership and Change Management** or **Industrial Relations** and **Workplace Learning** or **Business Administration** or **Evidence Based Management**

**OR**

- must have a **First degree at MQF Level 6 – 180 ECTS/ECVET credits** in **Work and Human Resources Management** or **Training and Development** or **Public Administration** or **Public Management** or **Corporate Governance and Leadership** or **Leadership and Organisational Behaviour** or **Management and Leadership** or **Strategy, Leadership and Change Management** or **Industrial Relations** and **Workplace Learning** or **Business Administration** or **Evidence Based Management** with **3 years' experience in the related sector**



OR

- **must have a Higher Diploma at Level 5 – 60 ECTS/ECVET credits in Work and Human Resources Management or Training and Development or Public Administration or Public Management or Corporate Governance and Leadership or Leadership and Organisational Behaviour or Management and Leadership or Strategy, Leadership and Change Management or Industrial Relations and Workplace Learning or Business Administration or Evidence Based Management with 5 years' experience in the related sector.**

\* In the absence of documentary evidence as to the ECTS/ECVET credits or other system of measuring the course content, the selection board is to evaluate the submitted programme of study and determine that it is comparable to 60 ECTS/ECVET credits. The advice of the MQRIC may be sought.

(i) Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

(ii) Moreover, candidates who have not yet formally obtained any of the qualifications will still be considered. Such candidates are to submit evidence that they have been approved for the award for the qualification in question.

(iii) Furthermore, candidates who are following a recognised programme of study of a higher MQF level than that requested above will also be considered. Such candidates are to submit evidence that they have successfully completed the necessary ECTS/EECVET credits, or equivalent, and attained the required MQ level, by the closing time and date of the call for applications.

- **Skills:**

- strong interpersonal skills, in particular the ability to be assertive
  - strong analytical and reasoning abilities
  - excellent oral and written communication skills in Maltese and English
  - have the ability to meet strict deadlines
- expected to be fully conversant with mainstream office software in use at OHS, which currently uses a Windows 10 Enterprise Operating System, MS Office 365 Pro.

- Experience:

Ability to further demonstrate or show track record of additional experience, in a similar role other than as quantified above (in clause ii), will be considered an asset.

**Other issue pertinent to this call:**

Applicants must be of conduct which is appropriate to the post applied for. Applicant must produce a **certificate of conduct issued by the Criminal Records Office** or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details. In the case of applicants who are in the Malta Public Service, the GP 47 will be requested by the Authority from the Director responsible for HR where applicants are serving.

- **Verification of Qualifications**

Original certificates and/or testimonials are to be invariably produced for verification at the interview



- (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 (<https://mfhea.mt/academic-qualifications/>) 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) Candidates are to submit a **Jobsplus History sheet** in support of claimed work experience.

- ***Submission of supporting documentation***

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable.

- ***Selection procedure***

Eligible applicants will be assessed by a Selection Board to determine their suitability for the position. The board's recommendations shall be forwarded in a report to the CEO who shall then give direction.

- ***Submission of Applications***

Applications are to be submitted, for the attention of the Senior Manager (Corporate Services) through the designated mailbox [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt) only. Applications are to include a Europass format Curriculum Vitae <https://europa.eu/europass/en/create-europass-cv> (which should also include a list of qualifications held by applicant).

The closing date of the receipt of applications is **Friday, 14th June 2024, 16:00h (Central European Time)**. Applications will be duly acknowledged by return email.

It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

Applications received after closing date and time (i.e. late applications) are not allowed.

Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect or incomplete or missing documents.

- ***Conditions of Employment***

OHSA's Collective Agreement for Managerial Grades (CAMG), SOPs and policies issued from time to time, 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 **Manager** at the Occupational Health & Safety Authority.

In the absence of a new Collective Agreement which expired in December 2022\*, the annual salary for 2024 for a Manager (pegged to Scale 5 of *Collective Agreement for Employees in the Public Service 2017-2024*), as adjusted for 2024 (Ref. IRU 16/02/2024) starts at a minimum of **€31,997** up to a maximum of €35,841, 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 adjusted 2023-4 COLA. The Employee shall be paid an annual Performance Bonus of up to 10% per annum on the basic salary. \*A new collective agreement is currently being negotiated.



*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 and email address of the receiving entity for this post is: [ohsa.mt](http://ohsa.mt) & [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt)