

**CALL FOR APPLICATIONS**

**Manager (Psychology)**

**At the Occupational Health & Safety Authority (OHSA)**

Interested Applicants are kindly requested to submit:

- **Letter of Intent,**
- **Curriculum Vitae (CV),**
- **Copies of any qualifications.**
- **Any other pertinent documents.**
- **Police Conduct must be presented and should be issued within the last month.**

Applications are to be submitted to [recruitment.ohsa@ohsa.mt](mailto:recruitment.ohsa@ohsa.mt) by not later than **Monday 26<sup>th</sup> May 2025.**

Receipt of applications will be confirmed.

<b>Job Title</b>	<b>Manager (Psychology)</b>
<b>Grade/ Contract Type</b>	Manager, Indefinite Contract, Full-time (40h) per week and 12 Months Probation Period.
<b>Remuneration and Benefits</b>	Basic Salary Gross for 2025: € 38,500 Communication Allowance: € 1,800 Responsibility Allowance: € 4,200 Expense Allowance: € 4,300 Transport Allowance: € 4,658  <i>This remuneration is based on the collective agreement for 2023-2027</i>

## **Job Description & Key Responsibilities**

### **Duties & Responsibilities:**

- Advise the CEO or his/her delegate on policies, strategies, guidelines and their implementation both at national and at the organizational level;
- Evaluation of cases related to psychosocial deterrents of workers at work;
- Analyse risk assessments involving psychosocial deterrents of workers at work;
- Assist the OHS Officers as may be required;
- Request or demand duty holders to carry out risk assessments attributed to their line of specialization;
- Compile data bases and records of workplace inspections, and outcomes;
- Monitor workplaces for psychosocial deterrents and mental wellbeing at workplaces, and issue orders as may be appropriate;
- Advice on preventive measures to mitigate risks to the mental well-being at work and other psychosocial matters;
- Participate in meetings, seminars, conferences etc, locally and abroad and conduct interventions in such activities as require, both online and in person;
- Deliver training and participate in awareness raising initiatives. on radio, TV or other social media settings, on areas connected to one's responsibilities, both online and in person;
- Conduct research and audits on mental well-being at workplaces and carry out psycho-educational interventions regarding mental well-being at workplaces;
- Study and analyse data to determine possible correlations between Psychosocial deterrents and mental well-being at workplace;
- Oversee studies and research related to mental health and its impact on the physical well-being of the local workforce;

### **Duties & Responsibilities:**

- Works within OHSA inter-disciplinary teams where and when necessary, including but not limited with OHSA's Research Committee;
- Participates in continuous professional development programmes and team meetings and attend all training identified by OHSA;
- Makes use of the information technology systems that may be in operation within the OHSA;
- Assists in the training and supervision of OHSA employees on the subject matter on mental wellbeing and psychosocial deterrents of health at work;
- Compile reports and present findings of the analysis performed;
- Prepare and develop policies which can leave a positive influence on the mental well-being of workers;
- Develop programmes that help improve mental well-being through education and awareness raising and provide advice on best practices and implementation programmes;
- Observe and interview workers to obtain information about the physical, mental, and educational requirements of jobs, as well as information about aspects such as job satisfaction;
- Review research literature to remain current on occupational psychosocial issues, their impact on workers and enterprises and the best means to address such impacts;
- Undertakes any other tasks, which the superior may delegate to him/her, as required;
- Support OHSA in wellbeing initiatives for its own staff, especially by assisting management in the identification and implementation of measures to enhance the wellbeing of OHSA's staff and assist OHSA in improving internal training, coaching and development to improve staff performance;
- Assist OHSA in improving internal training, coaching and development to improve staff performance;
- Any other duties as directed by the CEO & Senior Manager which are delegated from time to time;

## Eligibility & Personal Skills Requirements:

### Eligibility:

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

- 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".
  - g. 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;
- iii. in possession or have been approved for the award of a **Bachelor's degree** at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits, or equivalent\*) in **Psychology**.

**\*A recognised Qualification comparable to 180 ECTS/ECVET credits, as applicable, is only accepted subject to an MQRIC formal recognition statement being submitted with the application.**

Candidates who are currently following a recognised programme of study at 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/ECVET credits, or equivalent, and attained the required MQF Level, by the closing time and date of the call for applications. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications.

## **Skills & Experience Required:**

### **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
- Good working knowledge of computer operation and mainstream office software packages O/S Win 11, Microsoft 365 Apps.

### **Experience:**

- Due consideration will be given to applicants who, besides the requisites indicated above, have proven relevant work experience.

### **Other Required Skills:**

- Clean criminal record.
- Driving Licence B.
- Reliable nature and loyal disposition,
- Able to manage sensitive situations and information with confidentiality.

***JobsPlus Permit Number: 1110/2024***