

## JOB DESCRIPTION

<b>Job Title</b>	Manager B – Internationalization and Sustainability
<b>Directorate</b>	Corporate Services Directorate
<b>Department</b>	Risk Management, Policy and EU Affairs
<b>Salary Range</b>	Salary as per Manager B of the Collective Agreement for Managerial and Professional Grades
<b>Report To</b>	Director Risk Management, Policy & EU Affairs
<b>Direct Subordinates</b>	As required

## MAIN JOB PURPOSE

To act as the Unit's main contact person for the area of internationalization and sustainability including coordination and contribution to relevant positions, policy solutions and strategies.

## MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Participate at EU level and international meetings and represent the Authority, in assigned areas, through active contribution to the relevant national positions at EU and international fora, and online or physical presence at expert meetings;</li> <li>2. Form part, and where applicable, coordinate working groups to develop the necessary strategies, policies and action plans in view of the responsibilities of the Authority;</li> <li>3. Prepare draft replies and respond to key consultations;</li> <li>4. Actively support the implementation of initiatives related to sustainable mobility.</li> <li>5. Ensure timely action by the Authority on matters arising at the EU level, by bringing to the attention of the relevant officers any matters as necessary, in good time to ensure: (a) full compliance with applicable EU rules; and (b) effective representation of the Authority's and Malta's positions, as appropriate;</li> <li>6. Ensure that all relevant deadlines, including those for feedback submission and transpositions are met without exception;</li> <li>7. Actively support the carrying out of public consultations with internal and external stakeholders - including colleagues, customers, or members of the public;</li> </ol>

	<p>8. Co-ordinate the compilation of report and position papers on assigned subjects, following consultation with the relevant experts, including external third parties, if and when appropriate;</p> <p>9. Actively contribute to the development of funding and project opportunities in the field of sustainable mobility and transport, research and innovation through direct interactions with strategic partners;</p> <p>10. Assist in the collation of ideas from TM directorates and actively contribute towards the sourcing of EU funds as necessary;</p> <p>11. Perform general office operational functions;</p>
<b>General Operational Management</b>	<p>12. Gather and analyse data and information on assigned topics and draw up reports as directed;</p> <p>13. Write briefings, reports, presentations and speeches as and when required;</p> <p>14. Support in organizing events (meetings, conferences, workshops and partner meetings);</p> <p>Maintain a record of all documentation exchanges with the EU and international institutions;</p>
<b>General Operational Management</b>	<p>15. Gather and analyse data and information on assigned topics and draw up reports as directed;</p> <p>16. Write briefings, reports, presentations and speeches as and when required;</p> <p>17. Support in organizing events (meetings, conferences, workshops and partner meetings);</p> <p>Maintain a record of all documentation exchanges with the EU and international institutions;</p>
<b>Team Leadership Management</b>	<p>18. Support colleagues on EU funded initiatives, as required;</p> <p>Promote working as a team within the Department, Directorate and within the Authority;</p>
<b>Other/s</b>	<p>19. Actively work towards meetings the targets established;</p> <p>20. Ensure a good working relationship among all members of the team;</p> <p>Professionally, carry out other duties assigned from time to time by the Director – Risk Management, Policy and EU Affairs and/or the Authority.</p>

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be.

**PERSON SPECIFICATION** - *The qualifications, experience, skills and other attributes required by the job holder.*

### **Essential**

- **Qualifications:**

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- Tertiary level education in a science, project management, transport, policy or a related subject

OR

- Diploma level education in a related field and 3 years related experience

- **Experience:**

- As above

- **Skills:**

- Excellent standard of written and spoken English and Maltese
- Excellent report writing skills
- Good communication and interpersonal skills
- Ability to meet deadlines and perform under pressure
- Positive attitude and able to challenge objectively with a 'can do' attitude
- Able to build good business working relations with internal / external customers
- Trustworthy and of high moral integrity
- Good knowledge of management principles and practices, organizing and planning skills

### **Desirable**

- Knowledge of TM's Directorates and operations.