

Document A
JOB DESCRIPTION

Department:	Compliance & Enforcement
Unit	Community unit
Position Title:	Executive II (Inspector Compliance)
Reports to:	Chief Compliance and Enforcement Officer
Pay Grade:	CLA 4 (Collective Agreement 2022 – 2026)
Job Summary	
<p>The Compliance Inspector will be responsible to carry out compliance and property visit to check that INDIS Malta tenants are (i) utilising the properties allocated to them in accordance with the terms and conditions as stipulated by the LOI issued by Malta Enterprise; and (ii) that they are maintaining the said properties in accordance with the requirements stipulated in the lease agreements issued by INDIS Malta.</p>	
Description of main tasks	
<p>Duties</p> <ul style="list-style-type: none"> • Carries out inspections on INDIS tenants’ activity to check that these meet the necessary obligations. • Carries out inspections as necessary at INDIS properties. • During the visits keep a lookout for any breaches and other situations of concern, both at tenants’ properties and within the industrial estates in general and report any findings to the Head of the Compliance Unit. • Complies with safety practices in line with the national H&S Regulations, emanating from the Occupational Health and Safety Authority Act, Cap 424 of the Laws of Malta, and INDIS internal H&S Policies. • Prepares the necessary reports according to standards set by INDIS outlining the findings of the inspections. • Compiles and maintains a continuously updated record in files of all reports prepared and other relevant documentation. • Discusses with tenants and provides direction where it is seen that required standards are not being met. • Will give evidence in court/disciplinary hearings when required. • Provides statistical information to Management when requested about breaches and /or other conditions within INDIS’s industrial property. • May be requested to assist in eviction orders to carry out inventory reports. • Follows up on any issues arising from the compliance and property visits and subsequent reports. • Participates in, and provides recommendations, for the development and implementation of policies, procedures, and regulations related to compliance and property inspections. • Provides input and advice to Management and other Units within INDIS as required. 	

- Performs any other job-related duties as necessary or as assigned and that may be required from time to time.

Consultation

- Consults with Management, and/or other INDIS Units in resolving issues and problems which are of a sensitive nature and/or of strategic importance.
- Be proactive in taking the initiative to make recommendations to Management to foster efficiency.
- Coordinates and communicates with both internal and external stakeholders as appropriate.
- Coordinates and communicates with INDIS tenants as appropriate.

Self-Improvement

- Keeps up to date with new trends, instruments, and methodologies in relation to the role that could potentially impact INDIS goals, objectives, and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.
- Coordinates and communicates with INDIS Units in order to foster teamwork.

Supervision Received

- Direct supervision and guidance from Chief Compliance and Enforcement Officer and/or any other designated person.

Working Conditions

- May be required to work outside office hours in crisis situations and/or to meet deadlines.
- Regular on-site visits working both in an indoor and outdoor environment, including rooftop inspections.
- External inspection of properties may require some physical demands.

The required candidate should have a solid background in Compliance and or any related background which may be considered relevant for this post.

AND

An academic qualification in a relevant field of study at National Qualification Framework Level 4 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level and shall have a minimum of two (2) years' relevant work experience in a similar role.

OR

An academic qualification in a relevant field of study at National Qualification Framework Level 3 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a

widely recognized professional qualification at a comparable level and shall have a minimum of five (5) years' relevant work experience in a similar role.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

Disclaimer

This job description explains the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, or knowledge. This job description is subject to change by Management as needed.