

JOB DESCRIPTION

Department	Compliance & Enforcement Department
Unit	Notarial, Insurance & Registry Unit
Job Title	Professional Officer I – IRU 5
Reports to:	Chief Officer – Legal, Compliance & Enforcement
Pay Grade:	IRU 5 – Professional Officer I (IRU Management Structure 2022 – 2026)
Job Summary	
<p>The Lead Notary shall manage the notarial, insurance and registry functions at INDIS Malta Ltd. The tasks, as guided by the Chief Officer, are related to contract drafting, being new or renewal, coordinating all aspects of insurance applicable for INDIS, and the registry, including both incoming and outgoing mail. This will ensure the efficient running of the office to the highest standards.</p>	
Accountability and Responsibilities	
<ul style="list-style-type: none"> • Drafting contracts, agreements, and other notarial documentation as necessary and in a timely manner. • Meeting with tenants as necessary and maintain a good working relationship to be able to respond to issues, provide advice or recommend any action necessary to the Chief Officer. • Raise with the Chief Officer, and discuss, any issues related with tenants and recommend any action as necessary to avoid these escalating and being detrimental to the company. • Coordinate the insurance function related to INDIS premises and assets, tenants, employees, and any other applicable insurance obligations, including coordinating with the insurance service providers/broker. • Support legal consultants by providing any information required in the drafting of contracts or in preparation for court hearings. • Attend court hearings when necessary, or as advised during execution of duties. • Supervise the notarial, insurance team and registry team in the day-to-day operations of the department and provide guidance, support, and advice as necessary so they work effectively together and as part of the whole INDIS team. • Ensure the registry functions effectively and that outgoing/incoming mail is processed in a timely manner to avoid delays in distribution or posting. • Ensure the mail recording system meets the needs of the company and recommend any improvement to make the system more efficient. • Prepare the annual KPIs for all the team members. 	

- Undertake performance assessment of each member (minimum twice a year) as part of INDIS Performance Management System process to ensure that they are on track in their performance and that goals are achieved.
- Recommend to the Chief Officer any training needs required for the other team members and prepare an action plan for discussion with HR.
- Liaise with the Chief Officer on any matters of concern regarding the notarial team to avoid escalation of problems.
- Inform immediately the Chief Officer and HR on any staff movement, or absences, or any other occurrence related to the team.
- Ensure all the office team members are aware of the company's key policies and procedures and that their work practices, performance, and behaviour are aligned with such guidelines and keep to the expected standard.
- Hold regular meetings with the team members, discuss any concerns, and make recommendations to the Chief Office for improvement.
- Develop and implement policies and procedures related to the office to guide the team.
- Collate data and any other information related to contracts and insurance, analysing the findings, and preparing reports for presentation to management as directed.
- Maintain updated statistical records related to contracts, insurance, and registry status so that the information will be provided to management if and when required, including information in reply to PQs, Freedom of Information requests, audit purposes, and any other reporting required.
- Consult with the Chief Officer in resolving issues and problems which are of a sensitive nature, or of strategic importance.
- Consult, coordinate and communicate with other departments within INDIS as necessary to ensure proper execution of duties, to avoid miscommunication and duplication of work.
- Prepare presentations and reports, and participate in meetings, as required, or as directed.
- May be assigned the role of Project Leader and/or Project Coordinator on Local and EU Project from time to time as directed by Company, relating to the position held.
- Undertake any other duties as directed by the Chief Officer, or Executive Management.

Working Conditions

- Office based.
- Might be required to undertake evening or weekend work, as necessary.
- Site visits both in Malta and Gozo might be required.

Self-Development

- Identify and pursue training in notarial, insurance and registry topics and any related areas as necessary to maintain a proficient understanding of the job.
- Seek new learning opportunities to improve on talent and abilities.

Required Skills/Abilities

- Attention to detail.
- Strong sense of ethics and integrity.
- Ability to lead by example.
- Able to communicate clearly and concisely in writing and verbally.
- Able to prioritise, manage multiple tasks and get things accomplished.
- Being very well-organised.
- Ability to work in a dynamic environment and to respond quickly and act on changing priorities.

Academic Qualifications

The required candidate should have a solid background in statutory laws and shall be in possession of Notarial Warrant.

AND

An academic qualification in a relevant field of study at National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level. The applicant should also possess a minimum of five (5) years' work experience.

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.