

## JOB DESCRIPTION

<b>Department:</b>	<b>Policy &amp; Standards Department</b>
<b>Unit</b>	<b>EU Affairs and Standards</b>
<b>Position Title:</b>	<b>Manager (EU Projects and Policy)</b>
<b>Reports to:</b>	Chief Policy & EU Officer
<b>Pay Grade:</b>	IRU 5

### Job Summary

The Manager Policy & EU will be responsible to contribute to all corporate policy aspects of INDIS Malta Ltd (INDIS) including the formulation, monitoring the implementation of internal policies and related procedures. The Manager will also focus on EU programmes and will provide input, when required, into the development of EU regulations that could have an impact on INDIS function. Integrity, diligence, and commitment are key in the overall execution of this role.

### Accountability and Responsibilities

- Create and co-draft corporate and departmental policy briefs and procedures. Periodically review policies and procedures, outlining any deficiencies in the system.
- Co-create internal company processes and continuously review processes and make recommendations with the aim to eliminate any wastage and ensure compliance with applicable legislation.
- Collaborate with the responsible internal departments for implementation.
- Gather information on European and international good practices and monitor policy development to make recommendations for implementation within INDIS, as applicable.
- Maintain and oversee the Policy Management System to ensure the proper categorization and distribution of documentation and the compilation of regular reports.
- Contribute to internal and external reporting, including on EU Affairs and EU-funded projects, presentations, as well as in the preparation of policy briefs and position papers.
- Follow up with Project Leaders and monitor the status of EU-funded projects being undertaken by INDIS to ensure these are keeping to the timeframes and obligations and prepare regular progress reports.
- Monitor activity on the Structural Funds Database (SFD) for INDIS projects and issue regular reports.
- Provide advice to Senior Management and INDIS teams on EU-related matters and provide support in related connections such as ESG and State Aid when necessary.
- Establish and maintain effective relationships with INDIS strategic partners, including EU entites and institutions, and the private sector who have a direct or indirect impact on INDIS work especially with regards to EU matters.
- Monitor trends in EU matters, especially with regards to new opportunities for growth that can be identified, and make recommendations that can be adopted by INDIS.
- Follow the developments of EU funding and National programmes applicable for INDIS and advise on

priorities, call timeframes, co-financing and eligibility, and report on the findings.

- Participate in the formulation and analyses of tenants surveys, when required, and recommend improvements where shortcomings are highlighted.
- Contribute to other tasks of the Policy & EU Department, including attending briefings and meetings as necessary.
- Coordinate and work closely with the other team members within the Policy & EU Department as well as other INDIS teams to ensure the best use of shared resources.
- Performs any other duties as needed or as assigned by the Chief Policy & EU Officer.

**Consultation**

- Consult with the Chief Policy & EU Officer in resolving issues and problems which are of strategic importance.
- As guided by the Chief Policy & EU Officer, when necessary, consult and communicate with Senior Management and/or other Departments within INDIS as well as with Malta Enterprise, other organizations, and entities in the proper execution of tasks
- Consult with key stakeholders where necessary as advised by the Chief Policy & EU Officer and/or INDIS Senior Management.

**Self-Improvement**

- Identify and pursue professional training as necessary through attendance at conferences and other training opportunities to maintain a proficient understanding of the job.
- Continuously aim to find new challenges in current position to help keep job interesting and fulfilling.
- Keep a growth mindset by seeking out new learning opportunities to improve on talent and abilities.

**Supervision Received**

- Direction from the Chief Policy & EU Officer especially in sensitive and contentious issues.

**Working Conditions**

- A flexible approach to work is required as there may be occasions when it is necessary to work additional hours, or outside office hours as dictated by the workload, and/or in crisis situations and/or to meet deadlines.
- On-site visits in Malta and Gozo are also required

**Skills**

A very good knowledge of EU matters.	High
Excellent speaking and writing skills in Maltese and English.	High
Commitment of delivering on assignments and meeting targets.	High
Ability to work as part of a team, to communicate effectively and to promote ideas.	High
Ability to manage, plan and prioritize a complex workload.	High
Ability to assimilate and process information on a wide variety of issues.	High
Self-motivated and demonstrates initiative.	High
Full computer literacy.	High

The candidate should preferably have a good background in UE matters and in drafting corporate policy briefs.

The post calls for 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 recognised and certified professional qualification at a comparable level. The candidate should also possess a minimum of two (2) years working in a relevant area.

If the candidate does not have the necessary professional qualifications but has at least ten (10) years' 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.*