

INDIS Malta Job Description

Position Title:	Executive I (Community Officer)
Unit	Property Compliance & Estate Community Enforcement
Reports to:	Head (Property Compliance & Estate Enforcement)
Pay Grade:	CA Salary Scale Grade 5
Department:	Legal, Enforcement & Compliance Department

Job Summary

The Community Officer's role entails educating, enforcing, and providing support to Industrial Estates users. The employee will manage complaints, handle related reports, and engage with various in-house units, including the technical section, facilities and management, compliance, legal, and others. Furthermore, the officer is responsible for establishing and nurturing strong relationships with associations, tenants, outsourced contractors, and relevant authorities as needed.

Description of main tasks

Duties

- Conducts regular inspections of INDIS industrial properties as instructed, with the aim of verifying that the estates are well-maintained and in good repair.
- Protectively identifies, communicates, and resolves enforcement issues.
- Assists in handling tenants' complaints.
- Compiling and processing relevant reports.
- Complies with safety practices in line with the national Health & Safety (H&S) Regulations, emanating from the Occupational Health and Safety Authority Act, Cap 424 of the Laws of Malta, and any other laws and regulations, including internal H&S policies and procedure by INDIS.
- Sending reports and liaising accordingly with both internal departments & external stakeholders, including but not limited to Contractors, Tenants Associations, Tenants, and relevant Authorities.
- Follow-up of reports and email communication, giving feedback to both internal ~~sections~~ departments & external stakeholders, including but not limited to Contractors, Tenants Associations, Tenants, and relevant Authorities.
- The officer will be responsible for verifying that all identified reports are fully completed and will discuss and review them with the respective resource/contractor. The officer will then close the report after obtaining their signature for approval.
- Liaise with Local Councils (LC), Local Wardens (LW), The Malta Police Force (MPF), Transport Malta (tm), Civil Protection Department (CPD), Planning Authority (PA), Water Services Corporation (WSC), ARMS Ltd, and Enemalta, and other relevant authorities that can effectively monitor and assist in enforcement issues.
- Assists in on-site meetings when required.
- Monitoring and liaising with the Cleansing Department (CD) regarding works carried out in Category B estates.

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<ul style="list-style-type: none"> • Assists in the preparation of documents that relate to permits when required. • Reports and assists INDIS H&S Officer in issues related to H&S regulations (When required). • Performs any other job-related duties as necessary or as assigned that may be required from time to time. 	
Consultation <ul style="list-style-type: none"> • Coordinates and communicates with both internal and external stakeholders as appropriate. 	
Self-Improvement <ul style="list-style-type: none"> • 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. 	
Supervision Received <ul style="list-style-type: none"> • Direct supervision and guidance from the Head of section and/or as may be required from any other superior in charge of the Community Unit. 	
Working Conditions <ul style="list-style-type: none"> • The position entails working both within and outside of INDIS premises, including regular on-site visits in Malta and Gozo. • May be required to work outside office hours. • Imperative to meet deadlines. 	
Others	
A valid driving license	Mandatory