Anness A

Ministeru:	*Ministeru għall-Ambjent, it-Tibdil fil-Klima u l-Ippjanar*
L-Impjieg:	*Operations Manager*

MINISTERU GĦALL-AMBJENT,
IT-TIBDIL FIL-KLIMA U L-IPPJANAR

6, TRIQ ĦAL QORMI, SANTA VENERA, SVR 1302

Dmirijiet u Responsabbiltajiet

(i) Imexxi b'mod effettiv u effiċjenti l-operat ta' kuljum ta' sit/i speċifiku/speċifiċi;

(ii) Iżomm kuntatt kontinwu mal-partijiet kollha interessati, inkluż partners li jkunu involuti f'inizjattivi ta' kummerċjalizzazzjoni, bil-għan aħħari li jassigura l-aħjar esperjenza possibbli għall-membri tal-pubbliku li jżuru s-sit/i;

(iii) Jippjana, jikkordina u jagħmel monitoraġġ tal-programmi ta' manutenzjoni u tindif f'sit/i speċifiku/speċifiċi, jassigura li s-sit/i ikun/u miżmum/a tajjeb il-ħin kollu, u li jnaqqas l-inkonvenjent fil-ħinijiet meta jkun hemm l-aktar viżitaturi;

(iv) Jassigura konformità ma' leġislazzjoni, regoli u regolamenti pertinenti inkluż, għalkemm mhux biss, dawk relatati mal-ambjent, u s-saħħa u s-sigurtà;

(v) Jassigura li fit-tmexxija tas-sit jiġu applikati l-aħjar prattiċi;

(vi) Iżomm rekords xierqa u tikkontribwixxi fit-tħejjija ta' estimi finanzjarji, business plans, rapporti annwali u perjodiċi, u kwalunkwe rapporti oħra li jisgħu jintalbu;

(vii) Jikkordina studji relatati mal-implimentazzjoni ta' proġetti ġodda skont l-istruzzjonijiet tad-Direttur Ġenerali;

(viii) Imexxi r-riżorsi tas-sit, inkluż riżorsi umani, tagħmir u oġġetti konsumabbli, b'mod effettiv u effiċjenti;

(ix) Jipprovdi leadership bħala parti mis-senior management team tad-Direttorat u jirrappreżenta lid-Direttur Ġenerali kif meħtieġ;

(x) Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;

(xi) Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;

(xii) Kwalunkwe dmir ieħor hekk kif ordat mis-Segretarju Permanenti Ewlieni.

Ikun meħtieġ li persuna fil-grad ta' Operations Manager tkun disponsibbli f'ħinijiet irregolari, inkluż matul il-lejl, fi tmiem il-ġimgħa u fil-festi pubbliċi.

Annex A

Ministry:	*Ministry for the Environment, Climate Change and Planning*
Job Title:	*Operations Manager*

MINISTRY FOR THE ENVIRONMENT,
CLIMATE CHANGE AND PLANNING

6, QORMI ROAD, SANTA VENERA, SVR1302

Duties and Responsibilities

(i) Manages in an effective and efficient manner, the daily operations of specific site/s;

(ii) Maintains ongoing liaison with all stakeholders, including business partners involved in commercialisation initiatives, with the ultimate aim of ensuring the best possible experience for members of the general public visiting specific site/s;

(iii) Plans, co-ordinates and monitors maintenance and cleaning programmes at specific site/s, ensures that the site/s is/are well-maintained at all times and minimises disruption during peak visiting times;

(iv) Ensures compliance with all pertinent legislation, rules and regulations including, but not limited to, those relating to the environment and health and safety;

(v) Ensures the application of best practices in site management;

(vi) Maintains proper records and contributes to the preparation of financial estimates, business plans, annual and term reports and any other reports which may be requested;

(vii) Co-ordinates studies related to the implementation of new projects as directed by the Director General;

(viii) Manages site resources, including human resources, equipment and consumables, in the most effective and efficient manner;

(ix) Provides leadership as part of the Division's senior management team and represents the Director General as necessary;

(x) Undertakes any other tasks, which the superior may delegate to him/her, as may be required;

(xi) Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;

(xii) Any other duties as directed by the Principal Permanent Secretary.

An Operations Manager will need to be available at irregular hours including night hours, weekends and Public Holidays