

Anness A



MINISTERU GHALL-INTERN, IS-SIGURTA', U X-XOGHOL

35, OLD BAKERY STREET, VALLETTA

Ministeru	<i>Ministeru għall-Intern, is-Sigurtà, u x-Xogħol</i>
L-impjeg	<i>Manager I (MARAC)</i>

Dmirijiet u Responsabbiltajiet

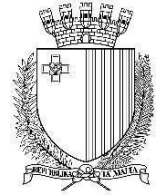
- i. Jaġixxi bħala r-rappreżentant tal-Pulizija ta' Malta f'kull laqgħa ta' MARAM.
- ii. Isservi bħala l-punt ċentrali ta' koordinazzjoni fi ħdan il-korp tal-Pulizija għal mistoqsijiet u aġġornamenti relatati ma' MARAM.
- iii. Jiffaċilita l-komunikazzjoni u l-qsim ta' informazzjoni bejn il-Pulizija ta' Malta u l-aġenziji involuti f'MARAM.
- iv. Jippreżenta informazzjoni rilevanti mill-Pulizija dwar każijiet li jkunu qed jiġu diskussi.
- v. Jpprovi informazzjoni f'waqtha u preċiża mir-rekords tal-Pulizija biex tgħin fl-assessjar tar-riskju u fil-pan ta' sigurtà għall-vittmi.
- vi. Iżomm li l-informazzjoni kollha rilevanti mill-Pulizija tkun kondiviża b'mod xieraq filwaqt li tinzamm il-kunfidenzjalità u l-istandards tal-protezzjoni tad-data.
- vii. jzomm komunikazzjoni regolari ma' membri oħra ta' MARAM u partijiet interessati biex tiffaċilita rispons ikkoordinat.
- viii. Imexxi u jissorvelja l-protokolli ta' komunikazzjoni u qsim ta' informazzjoni bejn il-Pulizija ta' Malta u l-partijiet interessati ta' MARAM, billi tiżgura konformità mal-istandards proċedurali.
- ix. Jikkollabora mal-Victim Support Unit u mal-Victim Support Services.
- x. Jiddokumenta diskussjonijiet ewlenin, deċiżjonijiet u azzjonijiet mil-laqgħat tal-MARAM.
- xi. Jirrapporta lura lill-uffiċjali tal-GBDV dwar ir-riżultati u l-azzjonijiet meħtieġa wara l-MARAM.
- xii. Iżomm rekord preċiż ta' kull informazzjoni relatata ma' każijiet tal-MARAM fi ħdan NPS.
- xiii. Iżomm il-kunfidenzjalità u josserva l-politiki tal-protezzjoni tad-data meta jittratta informazzjoni sensittiva.
- xiv. Jipparteċipa f'sessjonijiet ta' taħriġ relatati mal-proċess ta' MARAM u l-ġhodod ta' assessjar tar-riskju.
- xv. Jinżamm aġġornat dwar l-aħjar prattiċi u żviluppi fil-kollaborazzjoni multi-aġenzija għal każijiet ta' vjolenza domestika.
- xvi. Jirrapporta lill-amministrazzjoni għolja tal-Pulizija tal-GBDV dwar il-proċess tal-MARAM u jissuġġerixxi oqsma ta' titjib.
- xvii. Jikkontribwixxi fid-diskussjonijiet interni dwar kif itejbu l-proċeduri tal-Pulizija relatati mal-vjolenza domestika u mal-ħidma tal-multi-aġenzija.
- xviii. Josserva l-istandards etiċi u l-kondotta professjonali meta jirrappreżenta l-Pulizija ta' Malta f'laqgħat ta' MARAM.
- xix. Jiżgura li l-azzjonijiet u l-komunikazzjonijiet kollha jkunu f'konformità mal-politiki tal-Pulizija u r-rekwiżiti legali.
- xx. Jikkontribwixxi fl-iżvilupp u t-tiħiħ ta' policies u SOPs relatati ma' MARAC u każijiet ta' abbuż domestiku ta' riskju għoli.
- xxi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu, kif ikun meħtieġ;
- xxii. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor, kif ikkonfermat mis-Segretarju Permanenti;
- xxiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministeru għall-Intern, is-Sigurtà', u x-Xogħol

35, OLD BAKERY STREET,

VALLETTA Telefon: 25689 000

Annex A



Ministry	<i>Ministry for Home Affairs, Security, and Employment</i>
Job title	<i>Manager I (MARAC)</i>

MINISTRY FOR HOME AFFAIRS, SECURITY, AND EMPLOYMENT
35, OLD BAKERY STREET, VALLETTA

Duties and Responsibilities

- i. Act as the representative of the Malta Police in all MARAM meetings.
- ii. Serve as the central coordination point within the police force for MARAM-related inquiries and updates.
- iii. Facilitate communication and information sharing between the Malta Police and the agencies involved in the MARAM
- iv. Present relevant information from the Police regarding cases under discussion.
- v. Provide timely and accurate information from police records to assist in the risk assessment and safety planning for victims.
- vi. Ensure that all relevant information from the police is shared appropriately while maintaining confidentiality and data protection standards.
- vii. Maintain regular communication with other MARAM members and stakeholders to facilitate a coordinated response.
- viii. Lead and oversee the communication and information-sharing protocols between the Malta Police and MARAM stakeholders, ensuring compliance with procedural standards.
- ix. Collaborate with Victim Support Unit and Victim Support Services.
- x. Document key discussions, decisions, and actions from MARAM.
- xi. Report back to GBDV officers on outcomes and required actions following MARAM.
- xii. Ensure accurate record-keeping of all information related to MARAM cases within NPS.
- xiii. Maintain confidentiality and adhere to data protection policies when handling sensitive information.
- xiv. Participate in training sessions related to the MARAM process and risk assessment tools.
- xv. Keep up to date with best practices and developments in multi-agency collaboration for domestic violence cases.
- xvi. Report to GBDV senior police management on the MARAM process and suggest areas for improvement.
- xvii. Contribute to internal discussions on enhancing police procedures related to domestic violence and multi-agency working.
- xviii. Adhere to ethical standards and professional conduct in representing the Malta Police at MARAM meetings.
- xix. Ensure that all actions and communications are in line with police policies and legal
- xx. Contribute to the development and refinement of policies and SOPs related to MARAC and high-risk requirements domestic abuse cases.
- xxi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xxii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xxiii. Any other duties as directed by the Principal Permanent Secretary