

Anness A

Ministeru	Uffiċċju tal-Prim Ministru
L-Impjieg	Psychologist



UFFIĊĊJU TAL-PRIM MINISTRU
3, PJAZZA KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

L-Organisational Psychologist Practitioner (Leadership Development) fl-Istitut għas-Servizzi Pubbliċi jipprovdi għarfien espert psikoloġiku speċjalizzat biex jappoġġja l-iżvilupp tat-tmexxija, l-effettività organizzazzjonali, il-kapaċità tal-forza tax-xogħol, u l-benesseri tal-impjegati fis-Servizz Pubbliku kollu.

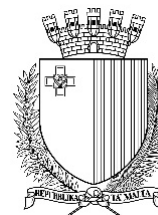
- Ir-rwol japplika prinċipji organizzazzjonali u tal-psikoloġija okkupazzjonali bbażati fuq l-evidenza biex tissaħħaħ il-kapaċità ta' tmexxija, jigu ġġenerati kulturi tax-xogħol tajbin għas-saħħa, tiġi appoġġjata l-bidla organizzazzjonali, jissahħaħ l-involvement tal-impjegati, u jingħata kontribut għall-iżvilupp kontinwu tal-mexxejja attwali u futuri tas-servizz pubbliku ;
- Permezz tax-xogħol fi ħdan id-Direttorat għall-Iżvilupp tat-Tmexxija fl-IPS, id-detentur tal-kariga jikkontribwixxi għat-tfassil, it-twassil, l-evalwazzjoni, u t-titjib kontinwu ta' inizjattivi ta' żvilupp tat-tmexxija, proċessi ta' ġestjoni tat-talent, u interventi ta' żvilupp organizzazzjonali li jappoġġjaw Servizz Pubbliku ta' prestazzjoni għolja, etiku u lest għall-futur ;
- Valutazzjoni u Riċerka Organizzazzjonali: Iwettaq valutazzjonijiet organizzazzjonali u attivitajiet dijanjostiċi oħra bbażati fuq l-evidenza biex jidentifika fatturi li jaffettwaw l-effettività organizzazzjonali, il-kapaċità ta' tmexxija, il-benesseri tal-impjegati, il-prestazzjoni tal-forza tax-xogħol, u l-eżiti tal-ġhoti tas-servizzi ;
- Żvilupp tat-Tmexxija: Jikkontribwixxi għat-tfassil, l-implimentazzjoni, il-monitoraġġ u l-evalwazzjoni ta' programmi u inizjattivi ta' żvilupp tat-tmexxija għal mexxejja emergenti, medji u anzjani fis-Servizz Pubbliku ;
- L-Iżvilupp Organizzattiv u l-Kultura: Jiddisinja u jappoġġja inizjattivi ta' żvilupp organizzazzjonali mmirati lejn il-promozzjoni ta' titjib kontinwu, sigurezza psikoloġika,

effettività organizzazzjonali, l-involvement tal-impjegati, u kultura pożittiva fuq il-post tax-xogħol ;

- vi. Ġestjoni u Valutazzjoni tat-Talenti: Jassisti fl-iżvilupp, ir-rieżami u l-applikazzjoni ta' metodoloġiji ta' valutazzjoni u evalwazzjoni relatati mar-reklutaġġ, l-għażla, il-valutazzjoni tat-tmexxija, il-ġestjoni tat-talent, l-ippjanar tas-suċċessjoni, u l-iżvilupp tal-karriera ;
- vii. Il-Benesseri tal-Impjegati u l-Kultura Organizzazzjonali: Jippromwovi u jappoġġja kulturi organizzattivi pożittivi billi jikkontribwixxi għal inizjattivi relatati mal-benesseri tal-impjegati, is-saħħa psikoloġika, ir-reżiljenza, l-inklużjoni, l-involvement, il-prattika etika, u relazzjonijiet effettivi fuq il-post tax-xogħol ;
- viii. Kollaborazzjoni mal-Partijiet Ikkonċernati u Prattika Professjonali: Jiftiehem u jikkollabora mal-partijiet ikkonċernati interni u esterni, inklużi l-ministeri, id-dipartimenti, l-entitajiet pubbliċi, il-professjonisti tat-tagħlim, u l-esperti tas-suġġett, biex jappoġġja l-kisba tal-oġettivi organizzazzjonali u l-prijoritajiet strateġiċi ;
- ix. Iżomm rekords adegwati f'konformità mar-rekwiżiti tal-Protezzjoni tad-Data u jikkompila rapporti ta' kull xahar u/jew ad hoc kif mitlub;
- x. Jassisti u jikkollabora mad-Direttur (Leadership Programme) fi kwalunkwe dmir amministrattiv ieħor kif meħtieġ;
- xi. Kull dmir ieħor kif ordnat mill-Principal (IPS) u/jew mis-Segretarju Permanenti (Nies u Standards) ; u
- xii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Office of the Prime Minister
Job Title	Psychologist



OFFICE OF THE PRIME MINISTER
3, PJAZZA KASTILJA, VALLETTA, MALTA

Duties and responsibilities

The Organisational Psychologist Practitioner (Leadership Development) at the Institute for the Public Services provides specialist psychological expertise to support leadership development, organisational effectiveness, workforce capability, and employee wellbeing across the Public Service.

- i. The role applies evidence-based organisational and occupational psychology principles to strengthen leadership capacity, generate healthy work cultures, support organisational change, enhance employee engagement, and contribute to the on-going development of current and future public service leaders ;
- ii. By working within the Directorate for Leadership Development at IPS, the postholder contributes to the design, delivery, evaluation, and continuous improvement of leadership development initiatives, talent management processes, and organisational development interventions that supports a high-performing, ethical, and future-ready Public Service ;
- iii. **Organisational Assessment and Research:** Conducts organisational assessments and other evidence-based diagnostic activities to identify factors affecting organisational effectiveness, leadership capability, employee wellbeing, workforce performance, and service delivery outcomes ;
- iv. **Leadership Development:** Contributes to the design, implementation, monitoring, and evaluation of leadership development programmes and initiatives for emerging, middle, and senior leaders across the Public Service ;
- v. **Organisational Development and Culture:** Designs and supports organisational development initiatives aimed at promoting continuous improvement, psychological safety, organisational effectiveness, employee engagement, and positive workplace culture ;
- vi. **Talent Management and Assessment:** Assists in the development, review, and application of assessment and evaluation methodologies related to recruitment, selection, leadership assessment, talent management, succession planning, and career development ;
- vii. **Employee Wellbeing and Organisational Culture:** Promotes and supports positive organisational cultures by contributing to initiatives related to employee wellbeing, psychological health, resilience, inclusion, engagement, ethical practice, and effective workplace relationships ;

- viii. Stakeholder Collaboration and Professional Practice: Liaises and collaborates with internal and external stakeholders, including ministries, departments, public entities, learning professionals, and subject matter experts, to support the achievement of organisational objectives and strategic priorities.
- ix. Maintains adequate records in line with Data Protection requirements and compiles monthly and/or ad hoc reports as requested;
- x. Assists and collaborates with the Director (Leadership Programme) in any other administrative duties as necessary;
- xi. Any other duties as directed by the Principal (IPS) and/or the Permanent Secretary (People and Standards) ; and
- xii. Any other duties as directed by the Principal Permanent Secretary.