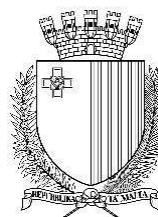


Anness A

Ministeru	<i>Ministeru għall-Intern u s-Sigurta'</i>
L-impjeg	<i>Post ta' Manager I</i>



MINISTERU GĦALL-INTERN U S-SIGURTA'
35, TRIQ IL-FORN L-ANTIĠ, VALLETTA, MALTA

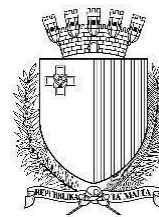
Dmirijiet u responsabbiltajiet

Id-Dmirijiet ta' Manager I huma:

- i. Tagixxi bħala l-ewwel uffiċjal ta' support u tassisti f'incidenti kriminali kbar, jinkludu nċidenti fatali, qtil, imwiet mhux spjegati, diżastri, jew meta persuna tkun fil-periklu li titlef ħajjitha;
- ii. Tipprovdi r-rispons inizjali tal-kriżi lill-vittmi vulnerabli tal-kriminalita' u lill-familji tagħhom fuq il-post;
- iii. Tagixxi bħala punt ta' kuntatt fokali bejn it-timijiet investigattivi, il-vittmi u l-familji tagħhom;
- iv. Tgħin billi tiggwida lill-vittmi u lill-familji tagħhom fil-proċess tal-Ġustizzja Kriminali;
- v. Tipprovdi informazzjoni u segwitu fuq każijiet;
- vi. Tiżgura li l-vittmi jiġu rreferuti għal appoġġ kontinwu fejn ikun prattiku u xieraq;
- vii. Tiżgura li n-noti tal-każ u l-korrispondenza kollha jiddaħħlu u jkunu aġġornati;
- viii. Tiżgura li l-uffiċjali tal-pulizija li jagħtu l-ewwel assistenza ikunu konxji ta' dak li jagħmel Police Victim Support u l-ħtieġa li jsiru riferimenti skont l-Standard Proċeduri Operattivi tal-Pulizija;
- ix. Tattendi laqgħat u/jew laqgħat ta' ġestjoni tal-każijiet kif u meta meħtieġ;
- x. Tahdem f'ambjent multi-dixxiplinarju sabiex tikkontribwixxi lejn approċċ holistiku fil-provvista' tas-servizz;
- xi. Tikkollabora ma' unitajiet oħra fi ħdan id-Dipartiment tal-Pulizija u l-Aġenzija ta' Appoġġ għall-Vittmi b'konsiderazzjoni speċjali għas-servizzi ta' appoġġ għall-vittmi ;
- xii. Tattendi konferenzi jew taħriġ, kemm lokali kif ukoll barra minn Malta, kif u meta meħtieġ ;
- xiii. Tagħti xhieda f'kawżi tal-qorti kif meħtieġ ;
- xiv. Lesta li tahdem fuq bazi ta' xift mit-Tnejn sal-Hadd, u tkun on call;
- xv. Kwalunkwe' kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi. Kull dmir ieħor skont l-esiġenzi tas-Servizz Pubbliku, kif ordnat mill-Kummissarju tal-Pulizija ;
- xvii. Kwalunkwe' dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Post of Manager I</i>



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

Duties and responsibilities

The Duties of Manager I are:

- i. Acting as a first support officer and assist in major crime incidents, including fatal accidents, murders, unexplained deaths, disasters, or when a person is in danger of loss of life;
- ii. Providing initial crisis response to vulnerable victims of crime and their families on site;
- iii. Acting as a focal contact point among the investigative teams, victims and their families;
- iv. Help guide victims and their families through the Criminal Justice Process;
- v. Providing information and follow-up on cases;
- vi. Ensuring that victims are referred for ongoing support where practical and appropriate;
- vii. Ensuring that all case notes and correspondence are inputted and up to date;
- viii. Ensuring all front line police officers are aware of what Police Victim Support does and the need to make referrals in accordance with the Police Standard Operating Procedures ;
- ix. Attending meetings and/or case management meetings as and when required;
- x. Working within a multi-disciplinary environment in order to contribute towards a holistic approach in service provision;
- xi. Liaising with other units within the Police Department and the Victim Support Agency with special consideration to the victims support services;
- xii. Attending conferences or training, both locally and abroad, as and when required;
- xiii. Giving witness in court cases as required;
- xiv. Willing to work on shift basis from Monday to Sunday, and be on call;
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. Any other duties according to the exigencies of the Public Service, as directed by the Commissioner of Police;
- xvii. Any other duties as directed by the Principal Permanent Secretary.