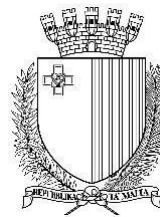


Anness A



Ministeru	<i>Ministeru għall-Intern u s-Sigurtà</i>
L-impjeg	<i>Post ta' Manager II (Analizi Forensika)</i>

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

Dmirijiet u responsabbiltajiet

- Ikun kwalifikat, speċjalizzat u juri kompetenza fil-qasam forensiku speċifiku li għalih tkun qed issir il-hatra, u jwettag id-dmirijiet kollha relatati mal-kariga ta' Manager I (Analizi Forensika) f' dak il-qasam ta' kompetenza, li jistgħu jinkludu l-gbir, l-eżami, l-analizi, l-interpretazzjoni u l-preżentazzjoni ta' evidenza forensika; l-attenzja fuq xeni ta' reat u eżamijiet fil-laboratorju; il-preparazzjoni ta' rapporti tekniċi u evidenzjarji; il-provvediment ta' xhieda esperta quddiem il-Qrati; kif ukoll kwalunkwe responsabbiltà oħra marbuta mal-ispeċjalizzazzjoni forensika rilevanti;
- Jiffaċilita t-tmexxija effettiva tal-operat ta' kuljum tal-unit forensika rispettiva permezz tal-koordinazzjoni tal-proċessi amministrattivi u operattivi;
- Jagixxi bħala l-uffiċjal ewlieni ta' kollegament bejn il-unit forensika rispettiva u d-Direttur tal-Laboratorju tax-Xjenza Forensika (FSL);
- Iżomm komunikazzjoni regolari mat-Technical Manager tal-Unit sabiex jiġi żgurat li jiġu kkomunikati u indirizzati fil-ħin kwistjonijiet relatati mal-operat, ir-riżorsi, il-kwalità u l-prestazzjoni;
- Jimmonitorja u jiġbor informazzjoni operazzjonali, statistika u indikaturi ewlenin tal-prestazzjoni (KPIs) relatati mal-unit u jipprepara rapporti perjodiċi għas-sottomissjoni lid-Direttur tal-FSL;
- Jassisti fl-ippjanar, il-koordinazzjoni u l-monitoraġġ tal-volum tax-xogħol, il-progress tal-każijiet, il-htigijiet tar-riżorsi u l-prijoritajiet operazzjonali fi ħdan il-unit rispettiva;
- Jattendi laqgħat mad-Direttur tal-FSL u ma' partijiet interessati oħra kemm interni jew esterni, lokalment u/jew f'pajjiżi oħra kif meħtieġ, u jsegwi l-azzjonijiet miftiehma li jaqgħu taħt ir-responsabbiltajiet tal-kariga;
- Jikkollabora mat-Tim tal-Kwalità sabiex jappoġġja l-konformità mar-rekwiżiti tas-sistema tal-ġestjoni tal-kwalità, standards ta' akkreditazzjoni, awditi, azzjonijiet korrettivi, attivitajiet ta' ġestjoni tar-riskju u inizjattivi ta' titjib kontinwu;
- Jikkoordina l-preparazzjoni u s-sottomissjoni ta' rapporti amministrattivi, rapporti tal-prestazzjoni, aġġornamenti operazzjonali u dokumentazzjoni oħra meħtieġa mid-Direttur tal-FSL;
- Jappoġġja u jgħin fl-implimentazzjoni ta' proċeduri, oġettivi strateġiċi u inizjattivi ta' titjib fi ħdan il-unit rispettiva;
- Jidentifika sfidi operazzjonali, amministrattivi u relatati mar-riżorsi li jaffettwaw il-unit u jiġbed l-attenzjoni tad-Direttur tal-FSL dwarhom, flimkien ma' rakkomandazzjonijiet fejn ikun xieraq;
- Jassisti fil-koordinazzjoni tat-taħriġ, l-iżvilupp professjonali, kwistjonijiet amministrattivi relatati mal-kompetenza, u attivitajiet ta' ppjanar tas-suċċessjoni fi ħdan il-unit;
- Iżomm għarfien approfondit tal-leġiżlazzjoni, regolamenti, proċeduri, rekwiżiti ta' akkreditazzjoni u żviluppi relatati mal-qasam ta' responsabbiltà tiegħu/tagħha;

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- xiv. Jwettaq kwalunkwe dmir ieħor kompatibbli mal-grad u mar-responsabbiltajiet tal-kariga;
- xv. Jagħmel kwalunkwe komputu ieħor li jista' jiġi ddelegat lilu/lilha mid-Direttur tal-FSL;
- xvi. Kull dmir ieħor skont l-esiġenzi tas-Servizz Pubbliku, kif ordnat mis-Segretarju Permanenti u/jew mill-Kummissarju tal-Pulizija;
- xvii. Kwalunkwe' dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

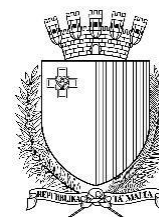
Kjarifika dwar ir-Rwol

Il-Manager II għandu primarjament iwettaq funzjoni ta' koordinazzjoni, kollegament, monitoraġġ u appoġġ amministrattivi fi ħdan l-unit forensika rispettiv, sabiex jiffaċilita t-twassil effettiv tas-servizzi u jaġixxi bħala l-punt ewlieni ta' kuntatt bejn l-unit u d-Direttur tal-Laboratorju tax-Xjenza Forensika (FSL).

Il-Manager II jista', meta hekk jiġi nnominat mill-manigment, jingħata r-rwol ta' Deputy Technical Manager jew Technical Manager tal-unit rispettiv u, f'dak il-każ, jassumi r-responsabbiltajiet marbuta ma' dik il-ħatra ukoll. Meta jkun hemm Technical Manager appuntat separatament, il-Manager II ma għandux jeżerċita awtorità teknika fuq eżamijiet xjentifiċi, metodoloġiji analitiċi, deċiżjonijiet tekniċi jew attivitajiet oħra li jaqgħu taħt il-kompetenza tat-Technical Manager. F'dawn iċ-ċirkostanzi, il-Manager II għandu jappoġġja u jżomm kollegament mat-Technical Manager dwar kwistjonijiet operazzjonali, amministrattivi, ta' prestazzjoni, ta' kwalità u relatati mar-riżorsi, mingħajr ma jinterferixxi fil-ġestjoni teknika, l-indipendenza xjentifika jew l-attivitajiet tekniċi tal-unità.

Il-kariga ma tikkonferixxi, minhabba l-grad tagħha biss, responsabbiltajiet diretti ta' line management fuq il-membri tal-unit, ħlief fejn dawn ikunu ġew espressament assenjati mid-Direttur tal-FSL jew permezz ta' ħatra formali għal funzjoni maniġerjali speċifika.

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Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Post of Manager II (Forensic Analysis)</i>

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

Duties and responsibilities

- i. Be qualified, specialised, and demonstrably competent in the respective forensic discipline for which the appointment is being made, and perform all duties pertaining to the post of Manager I (Forensic Analysis) within that area of expertise, which may include the collection, examination, analysis, interpretation, and presentation of forensic evidence; attendance at crime scenes and laboratory examinations; preparation of technical and evidential reports; provision of expert testimony before courts; and any other responsibilities associated with the relevant forensic specialisation;
- ii. Facilitate the effective day-to-day operation of the respective forensic unit through coordination of administrative and operational processes;
- iii. Act as the principal liaison officer between the respective forensic unit and the Director of the Forensic Science Laboratory (FSL);
- iv. Liaise regularly with the Unit's Technical Manager to ensure that operational, resource, quality, and performance matters are communicated and addressed in a timely manner;
- v. Monitor and compile operational information, statistics, and key performance indicators (KPIs) relating to the unit and prepare periodic reports for submission to the Director FSL;
- vi. Assist in the planning, coordination, and monitoring of workloads, case progression, resource requirements, and operational priorities within the respective unit;
- vii. Attend meetings with the Director FSL, with other internal and/or external stakeholders, both locally and/or abroad as required, and follow up on agreed actions within the remit of the role;
- viii. Collaborate with the Quality Team to support compliance with quality management requirements, accreditation standards, audits, corrective actions, risk management activities, and continuous improvement initiatives;
- ix. Coordinate the preparation and submission of administrative reports, performance returns, operational updates, and other documentation required by Director FSL;
- x. Support the implementation of organisational policies, procedures, strategic objectives, and improvement initiatives within the respective unit;
- xi. Identify operational, administrative, and resource-related challenges affecting the unit and bring these to the attention of the Director FSL together with proposed recommendations where appropriate;
- xii. Assist in the coordination of training, professional development, competency-related administrative matters, and succession planning activities within the unit;
- xiii. Maintain an in-depth knowledge of applicable legislation, regulations, policies, procedures, accreditation requirements, and developments related to the area of responsibility;

Ministry for Home Affairs and Security

35. Old Bakery Street, Valletta
Telephone: 2568 - 9200

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- xiv. Perform any other duties commensurate with the grade and responsibility of the post;
- xv. Undertake any other tasks as may be delegated by the Director FSL or assigned by the competent authorities from time to time;
- xvi. Any other duties according to the exigencies of the Public Service, as directed by the Permanent Secretary and/or the Commissioner of Police;
- xvii. Any other duties as directed by the Principal Permanent Secretary.

Role Clarification:

The Manager II shall primarily perform a coordination, liaison, monitoring, and administrative support function within the respective forensic unit, facilitating the effective delivery of services and acting as the main point of contact between the unit and the Director (FSL). The Manager II may, where designated by management, be assigned the role of Deputy Technical Manager or Technical Manager for the respective unit and shall assume the responsibilities associated with such appointment.

Where a Technical Manager has been separately appointed, the Manager II shall not exercise technical authority over scientific examinations, analytical methodologies, technical decision-making, or other activities falling within the remit of the Technical Manager. In such circumstances, the Manager II shall support and liaise with the Technical Manager on operational, administrative, performance, quality, and resource-related matters, without interfering in the technical management, scientific independence, or technical activities of the unit.

The post does not, by virtue of its grade, confer direct line management responsibilities over unit personnel, except where expressly assigned by the Director FSL or through a formal appointment to a designated management function.