

Position Title:	Manager (Compliance)
Reports to:	Chief Compliance and Enforcement Officer
Pay Grade:	IRU 5
Department:	Contracts, Legal & Compliance - IRU 5
Job Summary	
<p>The Manager of the Compliance unit will be responsible to lead and organize the compliance team to ensure that inspections and reports are carried out properly and in a timely manner, making sure that tenants are: -</p> <p>(a) utilizing the properties allocated to them in accordance with the terms and conditions as stipulated by the Letter of Intent (LOI) issued by Malta Enterprise (ME); and,</p> <p>(b) that they are maintaining the said properties in accordance with the requirements stipulated in the agreements issued by INDIS Malta Limited, formerly Malta Industrial Parks (MIP).</p> <p>He is also expected to carry out compliance and property visits as necessary.</p>	
Description of main tasks	
<p>Duties</p> <ul style="list-style-type: none"> • Manages the Compliance & Property Inspection Team providing necessary advice and assistance in the execution of their duties to ensure that reports are prepared in the appropriate format and in a timely manner. • Prepares and directs the agenda of the Team to ensure the best use of resources and achieve the expected outcome. • Sets and communicates clear Team goals, delegates tasks, and sets deadlines for the Team. • Creates an inspiring Team environment and an open communication culture. • Instructs the Team, and personally adheres to safety practices in line with the national H&S Regulations, emanating from the Occupational Health and Safety Authority Act, Cap 424 of the Laws of Malta, and INDIS internal H&S Policies. • Supervise and if necessary, carries out compliance inspections on INDIS tenants' activity to check that these meet the necessary obligations. • Supervise and if necessary, carries out inspections as necessary at INDIS properties. • Makes sure that during the visits, compliance officers keep a lookout for any breaches and other situations of concern, both at tenants' properties and within the industrial estates in general, reporting any findings. • Supervise and if necessary, prepares the necessary reports according to standards set by INDIS outlining the findings of the inspections. • Compiles and maintains a continuously updated record in files of all reports prepared and other relevant documentation. • Discusses with tenants and provides direction where it is seen that required standards are not being met. 	

Disclaimer: This job description defines the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge, etc. These are subject to change as needed by Management.

INDIS Malta
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<ul style="list-style-type: none">• Will give evidence in court/disciplinary hearings when required.• Provides statistical information to Management when requested about breaches and /or other conditions within INDIS industrial property.• May be requested to assist in eviction orders to carry out inventory reports.• Follows up on any issues arising from the compliance and property visits and subsequent reports.• Participates in, and provides recommendations, for the development and implementation of policies, procedures, and regulations related to compliance and property inspections.• Provides input and gives advice to Management and other Units within INDIS as required.• Performs any other job-related duties as necessary, or as assigned, which may be required from time to time.
<p>Consultation</p> <ul style="list-style-type: none">• Consults with his immediate superior and/or any other INDIS Units in resolving issues and problems which are of a sensitive nature and/or of strategic importance.• Be proactive in taking the initiative to make recommendations to Management to foster efficiency.• Coordinates and communicates with external stakeholders as appropriate.• Coordinates and communicates with INDIS tenants as appropriate.
<p>Self-Improvement</p> <ul style="list-style-type: none">• Keeps up to date with new trends, instruments, and methodologies in relation to the role that could potentially impact INDIS goals, objectives, and efficiency in this regard.• Keeps up to date with the latest developments within INDIS.• Coordinates and communicates with INDIS Units to foster teamwork.
<p>Supervision Received</p> <ul style="list-style-type: none">• Direct supervision and guidance from his direct superior and/or Chief Compliance and Enforcement Officer and/or any other designated person.
<p>Working Conditions</p> <ul style="list-style-type: none">• May be required to work outside office hours in crisis situations and/or to meet deadlines.• Regular on-site visits working both in an indoor and outdoor environment, including rooftop inspections.• External inspection of properties may require some physical demands.

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December 2023.

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Academic Qualifications

The required candidate should have a solid background in People Management, Compliance, Administration, or any related background which may be considered relevant for this post.

AND

An academic qualification in a relevant field of study at National Qualification Framework Level 4 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level.

OR

An academic qualification in a relevant field of study at National Qualification Framework Level 4 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level. The applicant should also possess a minimum of three (3) years working in a similar background and a valid driving licence.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

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