

JOB DESCRIPTION

Department	Operations
Unit	People and Administration
Job Title	Senior Executive III
Reports to:	Senior Coordinator
Pay Grade:	CA1 Senior Executive III (People & Admin) (Collective Agreement 2022 – 2026)
Job Summary	
<p>The main purpose of the Senior Executive to manage and handle the daily operations related to Human Resources including, but not limited to, processing of employment data, employee payroll, ensuring compliance with corporate policies and assisting in the hiring process. The Senior Executive shall also be responsible for coordinating the administration function including overseeing and monitoring the upkeep of the premises and availability of supplies and leading the team within the Unit.</p>	
Accountability and Responsibilities	
<ul style="list-style-type: none"> • Manages and ensures physical and digital HR data are in line between hard copies and digital files. (Human Resources) • Prepare and distribute documentation required for data collection of new employees. • Update internal databases with new hire information, including the JobsPlus INDIS portal. • Preparing Vacancy forms, and coordinating recruitment through interministerial, PS&D, Jobsplus • Managing the payroll team • Reconciliation of payroll data input in system and coordinate with Finance in the preparation of the payroll files for bank uploads. • Handle the recruitment process, including scheduling of job interviews, contacting candidates as needed and preparing the memo with recommended candidate/s. • Preparing onboarding material for new recruits and ensuring the correct procedure is followed for the induction. • Ensure that all employees' Job Descriptions are up to date and conduct periodic checks. • Regularly maintain the INDIGO Employee Portal to ensure information is always updated. • Respond to employees' questions and other HR related queries. • Assists the Senior Coordinator (Operations) or his/her delegate in the preparation of HR policies and procedures, as necessary. • Assist the Senior Coordinator (Operations) or his/her delegate in the preparation of yearly HR Plans required by the Ministry. • Ensure that employees comply with the HR policies and procedures. 	

- Suggest updates to the Employee Handbook & Issuing of any memos after consultation with Senior Coordinator (Operations)
- When necessary, conduct exit interviews with employees that resign and prepare a report to Head of Operations or his/her delegate.
- Regularly check attendance schedules to ensure compliance and bring to the attention of the respective Chief Officers any issues related to time keeping avoiding escalation.
- Regularly review such policies and procedures and recommend any necessary revisions, to ensure these are continuously aligned with the requirements of the company and regulatory guidelines. (Task can be delegated)
- Ensure that the people and culture team carries out Performance Management Reviews that will be carried out twice a year and ensure that any performance bonuses are processed on time.
- Collate data and any other information related to HR, analyzing the findings, and preparing reports for presentation to management as directed.
- Maintain updated statistical records related to HR so that the information will be provided to management when required, including information in reply to PQs, Freedom of Information requests, audit purposes, and any other reporting required.
- Consult with Senior Coordinator (Operations) or his/her delegate in resolving HR issues and problems which are of a sensitive nature or of strategic importance.
- Prepare and send in a timely manner any monthly HR reports or data that is required as part of INDIS reporting obligations.
- Supervise and provide guidance to the other team members.
- Coordinate the daily cleaning, upkeep of the premises, Doctors visits and ensure that cleaning schedules are being adhered to.
- Consult daily with the other departments to monitor any staff movement or absences or any other occurrence related to their team members.
- Ensure adequate stock of cleaning equipment and other supplies required for daily use.
- Managing and monitoring of the performance of subcontractors related to housekeeping at head office to ensure that the level of hygiene is always maintained at the best levels.
- Ensure that a proper and updated inventory management system is in place.
- Coordinate with Estate and Facilities Unit to ensure that security/receptionist and cleaners are always available at the head office.
- Coordinate with H&S Officer to ensure that Head Office is following all H&S regulations.
- Consult, coordinate and communicate with other departments within INDIS as necessary to ensure proper execution of duties, to avoid miscommunication and duplication of work.
- Prepare presentations and reports and participate in meetings as required or as directed.
- Undertake any other duties as directed by the Senior Coordinator.

Working Conditions

- Office based.
- Might be required to undertake evening or weekend work if necessary.
- Site visits both in Malta and Gozo might be required.

Self-Development

- Pursue training in HR any related areas as necessary to maintain a proficient understanding of the job.
- Seek new learning opportunities to improve on talent and abilities.

Required Skills/Abilities

- Effective communication skills.
- Good administrative and organizational skills.
- Good working knowledge of Health and Safety.
- Excellent knowledge of employment laws.
- Ability to show initiative and commitment to expected results.
- Ability to self-manage competing work demands.

Academic Qualifications

The required candidate should have a solid background in People Management, Payroll, 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 6 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 5 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.

Disclaimer

This job description explains 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, or knowledge. This job description is subject to change by Management as needed.