Anness A

Ministeru	*Ministeru għall-Edukazzjoni u l-Isport*
L-impjieg	*Senior Manager*

MINISTERU GĦALL-EDUKAZZJONI U L-ISPORT
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

Id-dmirijiet ta' Senior Manager fi ħdan id-Direttorat tal-Planning and Strategic Foresight jinkludu:

i. Sorveljenza tal-iżvilupp u l-implimentazzjoni tal-inizjattivi tat-taqsima tal-ippjanar u l-prospettiva strateġika u tingħata l-kontribuzzjoni meħtieġa għall-inizjattivi usa' tad-Direttorat inkluż l-inizjattiva Family, Community, School Link (FCSL), l-istrateġiji tat-Tluq Bikri mill-Edukazzjoni u t-Taħriġ (ELET), u l-istrateġija Nazzjonali għall-Edukazzjoni (NES), u b' hekk jiġi żgurat allinjament ma' objettivi usa' u ħtiġijiet ta' kuntesti diversi.

ii. Tmexxi l-implimentazzjoni u tipprovdi l-aġġornamenti meħtieġa dwar il-progress tal-inizjattiva Family, Community and School Link (FCSL) bħala parti mill-Istrateġija Nazzjonali għall-Edukazzjoni (NES) u l-istrateġiji tat-Tluq Bikri mill-Edukazzjoni u t-Taħriġ (ELET), filwaqt li tiżgura l-allinjament mal-objettivi usa'tad-Direttorat.

iii. Tikkoordina b'mod effettiv il-kollaborazzjoni interna u tmexxi r-relazzjonijiet mal-partijiet ikkonċernati fi ħdan l-FCSL-DPSF, ma' ministeri oħra u/jew entitajiet, permezz ta' koordinazzjoni mal-partijiet ikkonċernati u l-għoti ta' feedback effiċjenti u infurmat bl-evidenza kemm fuq livell nazzjonali kif ukoll fuq livell tal-Unjoni Ewropea.

iv. Tiżviluppa u timplimenta strateġiji sabiex jiġu involuti l-ġenituri u l-familji fl-edukazzjoni ta' wliedhom, inklużi workshops, pjattaformi diġitali u servizzi personalizzati ta' appoġġ, permezz ta' koordinazzjoni mal-partijiet ikkonċernati, inkluż it-tim psiko-soċjali, sabiex jiġu mfassla interventi li jirrispondu għall-kuntesti kulturali differenti.

v. Jiġi żgurat il-preparazzjoni u l-ippjanar ta' rapport preċiżi u f'waqthom dwar dokumenti lokali u internazzjonali, sistemi ta' performance management, rapporti ta' monitoraġġ, programmi ta' taħriġ, attivitajiet, SOPs, filwaqt li twettaq sorveljenza tal-iżvilupp, l-assigurazzjoni tal-kwalita', u l-istandardizzazzjoni ta' mudelli ta' rappurtar li jallinjaw mal-għanijiet tal-organizzazzjoni. Appoġġ fl-istrateġija ta' reklutaġġ, induzzjoni, u żvilupp professjonali għal rekluti ġodda sabiex tkun żgurata eżekuzzjoni b'suċċess

vi. Tissorvelja lit-tim fil-kompiti tagħhom ta' kuljum, inklużi attivitajiet ta' outreach bħal żjarat fid-djar, workshops u attivitajiet oħra, kif ukoll attivitajiet relatati mal-prospettiva strateġika bħall-iżvilupp ta' xenarji u każijiet, u tiżgura l-implimentazzjoni ta' strateġiji effettivi ta' segwitu.

vii. Tmexxi b'mod flessibbli, permezz tal-inizjattiva personali u b'kollaborazzjoni kontinwa mad-Direttur u s-senior management, filwaqt li tikkontribwixxi għall-ippjanar strateġiku, il-formulazzjoni tal-politika u l-ippjanar edukattiv fit-tul.

viii. Tħejji rapporti dettaljati dwar l-attivitajiet u r-riżultati tal-programm, permezz tal-użu ta' Excel, dashboards, għodod ta' viżwalizzazzjoni tad-data u ħiliet fil-kitba ta' rapporti sabiex tippreżenta b'mod ċar l-analiżi u s-sejbiet, u tikkoordina ma' partijiet ikkonċernati oħra fir-rigward tal-evalwazzjonijiet

ix. Tiżgura ġestjoni effiċjenti tar-riżorsi, inklużi l-ibbaġitjar, l-allokazzjoni u l-evalwazzjoni, u tipparteċipa fl-iżvilupp professjonali, fir-riċerka u fl-evalwazzjonijiet tal-programmi sabiex tissaħħaħ l-effikaċja tal-inizjattivi u l-allinjament tagħhom mal-għanijiet edukattivi. Tiżgura l-konformità mal-politiki edukattivi rilevanti mmexxija mill-Ministeru għall-Edukazzjoni u l-Isport (MES) billi tibqa' aġġornata dwar xejriet emerġenti u bidliet fil-politika, u tadatta l-attivitajiet tal-programm kif meħtieġ.

x. Twettiq ta' kompiti skont kif delegat mis- Segretarju Permanenti (MES) u mid-Direttur fi ħdan id-Direttorat għall-Ippjanar u l-Prospettiva Strateġika.

xi. Twettiq ta' dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti (MES);

xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u

xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Education and Sport*
Job title	*Senior Manager*

MINISTRY FOR EDUCATION AND SPORT
GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

The duties of a Senior Manager in the Directorate for Planning and Strategic Foresight include:

i. Oversee the development and implementation of the planning and strategic foresight initiatives providing necessary input to the broader directorate's initiatives including the Family, Community, School Link (FCSL) initiative, the Early Leaving from Education and Training (ELET) strategies, and the National Education Strategy (NES), thereby ensuring alignment with broader objectives and diverse context needs.

ii. Lead the implementation and input the necessary updates in regards to the progress of the Family, Community, and School Link (FCSL) initiative as part of the National Education Strategy (NES) and Early Leaving from Education and Training (ELET) strategies, ensuring alignment with broader objectives.

iii. Coordinate internal collaboration effectively and manage relationships with stakeholders across FCSL-DPSF, other ministries, and/or entities, through stakeholder liaison and provision of efficient, evidence-informed feedback at both national and EU levels.

iv. Develop and implement strategies to engage parents and families in their children's education, including workshops, digital platforms, and personalised support services by coordinating with stakeholders (including the psycho-social team) to design culturally responsive interventions.

v. Ensure the preparation and planning of accurate, timely reports on local and international documents, performance management systems, monitoring reports, training programmes, activities, SOPs, and outcomes, while overseeing the development, quality assurance, and standardisation of reporting templates that align with organisational objectives. Support the recruitment, induction, and professional development strategy for new recruits, ensuring the successful execution of their roles.

vi. Supervise the team in their daily tasks including outreach such as home visits, workshops etc. and strategic foresight-related activities such as case development and ensure the implementation of effective follow-up strategies; design and deliver a training strategy; address training needs for team and stakeholders.

vii. Lead and manage with flexibility, through own initiative and by constantly liaising with Director and senior management, whilst contributing to strategic planning, policy formulation, and long-term educational planning.

viii. Prepare detailed reports on programme activities and outcomes, using excel, dashboards, data visualization tools and report-writing skills to present insights and findings clearly, and liaise with other stakeholders in relation to evaluations. Support evidence-informed decision-making across planning and foresight functions.

ix. Ensure efficient resource management, including budgeting, allocation, and evaluation and participate in professional development, research, and programme evaluations to enhance initiatives efficacy and alignment with educational goals. Ensure compliance with relevant educational policies led by the Ministry for Education and Sport (MES) by staying updated on emerging trends and policy changes, and adjust programme activities accordingly.

x. Carry out tasks delegated by the Permanent Secretary (MES) and Director within the Directorate for Planning and Strategic Foresight (DPSF).

xi. Undertake any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary (MES);

xii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and

xiii. Any other duties as directed by the Principal Permanent Secretary.