

## Position Description

Position Title:	Assistant Director (Students' Maintenance Grants) (SMG)	Grade:	5
Ministry:	Ministry for Education and Employment (MEDE)		
Directorate:	Students' Maintenance Grant Section		
Responsible to:	Director General Operations	Grade:	3

### Overall Purpose of Position

The Assistant Director (Students' Maintenance Grants) is an executive member of the Ministry's top management team responsible for the overall success of the administration of the Students' Maintenance Grants system through the implementation of the Students' Maintenance Grants policies and regulations and by effectively supporting the implementation of all general financial policies and decisions of the Students' Maintenance Grants Board.

In particular, the Assistant Director (Students' Maintenance Grants) will be expected to be responsible for the day to day running of the Students' Maintenance Grants Board and provide assistance with regard to financial reporting, management and implementation of the Students' Maintenance Grants Board's decisions as required.

The Assistant Director (Students' Maintenance Grants) will be expected to adapt to a continually evolving environment; demonstrating both autonomy and collaboration skills needed to advance the Students' Maintenance Grants' Section's purpose and the leadership to inspire confidence of all internal and external offices.

The incumbent will seek standardisation and simplification related to his/her remit. He/she will also be required to assist in ensuring uniformity in the implementation of policy directives issued by the Ministry for Education and Employment and any other competent authority. Furthermore, he/she will also be required to ensure that the functions falling under the remit of the Section are managed in conformity with any pertaining legislation, regulation and/or policy.

As part of the Ministry's top management team, he/she will be expected to demonstrate collegiality towards other Departments, Directorates and Sections, directly and by promoting

cooperative interaction between the staff in his/her Section and those in other Departments, Directorates and Sections.

## **Main Responsibilities**

### **Planning and Budgeting**

- Participate in the coordination and preparation of the Ministry's annual Financial Estimates and conduct preliminary analysis of estimate proposals.
- Participate in the coordination of the setting of the strategic direction and the administration of the Ministry's Budget.
- Co-ordinate the preparation and delivery of the strategic and business plans of the Office of the Permanent Secretary.
- Co-ordinate the provision of senior policy direction on the preparation and implementation of operational plans and budgets within the Office of the Permanent Secretary.

### **Management and Technical**

#### General

- Participating fully as a member of the Ministry's top management team, managing the Recruitment Section.
- Ensuring the delivery of the strategic and operational plans of the Section within approved budgets.
- Providing leadership to the staff of the Section, and manage their performance, in part by agreeing personal performance plans with them, evaluating their performance, providing regular feedback, and pointing out areas for improvement.
- Reviewing at a strategic level, the utilisation of the resources of the Section, and ensure that these are used fully and effectively in a manner encouraging client confidence.
- Alerting the Director (Research and Policy Development) to any issues, problems and unmet administrative requirements that require his/her attention and make appropriate recommendations.
- Advising the Director (Research and Policy Development) on the operational implications of new administrative policies or changes to existing policies.
- Assisting in the undertaking of longer term policy and operational planning and carry out any research as may be required.

- Assisting the Director (Research and Policy Development) in the running of the organisation by providing timely and accurate information and tendering appropriate advice as required.
- Making proposals to the Director (Research and Policy Development) to enable the Section to achieve better performance and to improve accountability.
- Participating fully in the successful implementation of approved reform initiatives throughout the Ministry.

#### Students' Maintenance Grants

- Providing administrative support in the execution of directives and plan of action as directed by the Chairperson and the Students' Maintenance Grants Boards.
- Assisting the Director General, Operations Department, MEDE and Director of Finance, MEDE in the review of divisional performance against the annual budget.
- Advising the Director General, Operations Department, MEDE and Director of Finance, MEDE on issues, trends, and changes in the financial operating performance and operational delivery including budgetary planning.
- Assisting in implementing yearly objectives and measurable metrics.
- Support the long-term budgetary planning and costs management in alignment with strategic/business plan.
- Aid to oversee, manage and improve the organisational development of the Students' Maintenance Grants Section and its external offices and to increase the effectiveness and efficiency of students' maintenance grants administration.
- Assist the Director General, Operations Department, MEDE and Director of Finance, MEDE, in drafting Parliamentary Questions and any other media questions relating to the administration of the functions of the Students' Maintenance Grants Section.
- Ensure the Students' Maintenance Grants Section is working to the approved budgets for services, programmes development and delivery through collaborative working practices.
- Work collaboratively across the Secretariat directorates to ensure a joined up approach to Educational services.

#### Management accounting activities

- Assist with the review of guidelines, standard operating procedures and collation of information for budget and forecast preparation.
- Produce timely and accurate end of monthly period and quarterly reviews of refunds of overpayments.

- Maintain financial records for each payment period in a manner that facilitates management reports.
- Support the need for maintaining compliance with financial and accounting policies and procedures.
- Lead on, supervise and provide accurate and timely reporting on the financial activity of payments to students' including students' maintenance grants, payment for Summer Opportunities Schemes and reimbursement for compulsory students' placements.

#### Financial reporting

- Maintains accurate financial records of all transaction of the Student's Maintenance Grants line vote.
- Assist the Director General, Operations Department, MEDE and Director of Finance, MEDE in the preparation of information for audit purposes.
- Assist with the documentation and maintenance of complete and accurate supporting information for all financial transactions.
- Ensure that students' payrolls and financial information is secure and stored in compliance with current legislation.
- Send out payment reminders (emails, letters, etc) to students' and follow up refund of overpayments, as appropriate.

#### Payroll preparation and administration

- Lead on and supervise the submission and processing of Students' Maintenance Grants applications including the Supplementary Maintenance Grants applications, and payment thereof.
- Lead on and supervise the submission and processing of the Malta Government Undergraduate Scheme applications, and payment thereof.
- Lead on and supervise the submission and processing of Summer Work Opportunities Scheme applications and payment thereof.
- Generate payments for students and ensure that all students are paid in a timely and accurate manner via the SEPA system and payroll function.

#### Administrative support

The post holder will be expected to provide leadership in training and development of staff. Work often involves front line contacts with a variety of campus and students requiring active problem solving and effective interpersonal skills.

#### Information technology

The post holder should assist with the evaluation, testing and enhancement of the online application system to meet the Students' Maintenance Grants Section's financial data processing, control, and reporting requirements.

### **Consultation**

- Develop and maintain contacts with senior officials in the Ministry, other Ministries, parastatal bodies and the private sector to ensure a cross-cutting approach to policy making and service delivery, and the identification and resolution of problems in a fully co-ordinated way.

### **Continuous Professional Development**

- Keep well informed and up-to-date on all matters in the area of public administration, and on any national or international obligations affecting this area.
- Take every opportunity to acquire new leadership and management skills.

### **Others**

- Manage or discharge such other responsibilities as may, from time to time, be assigned by the Permanent Secretary.
- Assist with and complete ad hoc tasks, commensurate with the post, as advised by the Minister for Education and Employment, the Permanent Secretary MEDE, the Director General, Operations

### **Working Conditions**

- Ability to work under pressure.
- May be required to work late or at weekends or public holidays to meet deadlines.
- May be required to travel abroad on official business.

### **Management Knowledge / Skills / Qualifications**

- Excellent and up-to-date knowledge in matter related to Finances, Public Administration, Management
- A thoroughgoing knowledge of legislation and policy on Students' Maintenance Grants.
- Knowledge of regulations, structures and practices pertaining to the Public Administration in general and the Students' Maintenance Grants in particular.
- Proven leadership skills, especially the ability to get the best out of people, and a strong focus on delivering results.

- The ability to reach sound, supportable and independent conclusions on policy issues, and to produce innovative recommendations and effective solutions.
- Seasoned judgement and the ability to take sound decisions.
- Excellent communication (oral and written) and interpersonal skills.
- Full computer literacy.