

Date: **February 2023**
Post Title: **Literacy Resource Leader – literacy resources in Maltese (Grade F)**
Agency: **National Literacy Agency (NLA)**
Responsible to: **Chief Executive Officer (CEO)**

Accountability

The post-holder shall be accountable to the Chief Executive Officer (CEO) of the National Literacy Agency (NLA) and/or his/her delegate.

Roles and Responsibilities

Under the guidance of the CEO and/or his/her delegate, the post-holder shall fulfil the following roles and responsibilities:

- Promote the vision, aims and objectives of the [National Literacy Strategy for All in Malta and Gozo 2021-2030](#).
- Perform the duties of a literacy resource leader for the development, production, and evaluation of printed and/or digital literacy resources in Maltese.
- Develop and/or assist in the development and production of innovative educational resources promoting reading as a positive and pleasant experience.
- Work well within a team.
- Contribute to the regular updating of [the evaluation checklist](#) used to assess submitted literacy resources.
- Evaluate the literacy resources submitted by educators and authors according to [the evaluation checklist](#).
- Hold meetings with educators, authors, illustrators, and publishers throughout the process to develop literacy resources in Maltese.
- Through regular feedback loops, guide educators, authors, illustrators, and publishers during the production of literacy resources in Maltese.
- Assist in the process required to outsource services related to the production of literacy resources.
- Promote published material as required and as directed by the CEO and/or his/her representative.
- Maintain a collaborative working relationship with all relevant stakeholders primarily educators, authors, illustrators, and publishers.
- Prepare and submit accurate and timely reports as directed by the CEO and/or his/her representative.
- Assist with service evaluation as directed by the CEO and/or his/her delegate.
- Keep up to date in terms of research related to literacy resources.
- Deputise for Agency staff as requested by the CEO and/or his/her delegate.
- Ensure the Agency's equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to the CEO and/or his/her delegate.
- Dress appropriately according to dress code policy provided by the Agency.
- Participate in performance assessment sessions on the basis of which one's further involvement is determined.
- Perform other duties that may, from time to time, be assigned by the CEO and/or his/her delegate.

Eligibility criteria

Applicants **must** at the closing date of receipt of applications have:

1. A recognised Bachelor's degree at MQF Level 6 (minimum of 180 ECTS) that includes at least 60 ECTS in Maltese, or equivalent, or higher; **AND**

2. Three full years work experience preferably in the field of education, translation, writing, book design and/or illustration and/or publication; **AND**
3. Competency in ICT applications, especially MS Office, and preferably also including design and/or photo editing tools.

Applicants must present documented evidence of their working experience. Candidates with the Certificate in Maltese Proofreading will be given preference. Successful candidates must relinquish any links with local publishers that may constitute a conflict of interest, for the duration of their employment.

Terms and Conditions

- This is a full-time post, 40 hours per week (annualised average) spread out over a five or six-day period (Monday to Saturday) – see below for current exigencies of the service.
- The selected candidate will be engaged on a basis of an indefinite contract. This is subject to a probationary period of twelve (12) months.
- The salary for the post of Literacy Resource Leader is entry into the minimum of Salary Scale 9, NLA Grade F, starting at €24,497 per annum (in 2023), rising by annual increments of €447. After five (5) years satisfactory service in Salary Scale 9 progressing to Salary Scale 8. Employees shall furthermore progress to Salary Scale 7 after five (5) years satisfactory services in Salary Scale 8.
- Resource Leaders are required to work flexible hours, within a 40-hour week (annualised average), Mondays to Fridays, according to the exigencies of the service:

Winter	1 st October to 15 th June	07:45 – 17:00
Summer	16 th June to 30 th September	08:00 – 14:00

Supervision Received

The post-holder shall be accountable to the Chief Executive Officer and/or his/her delegate and the Senior Manager of the relevant programme. The post-holder is expected to show initiative and demonstrate the ability to work without constant supervision.

The National Literacy Agency has zero tolerance policy towards any form of child abuse. Employment with the Agency is subject to the Protection of Minors Act (POMA) clearance.

The National Literacy Agency is committed to the active promotion of Equal Opportunities as an employer and in the provision of services to the community.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.