



**Senior Manager on a definite contract**  
**Aqra kemm Tiflaħ and related schemes and initiatives**  
**Job Description**

**JOB PURPOSE**

Under the direction of the Chief Executive Officer and/or his/her delegate, the Senior Manager will provide professional development and technical assistance to support programmes and initiatives within the National Literacy Agency. The Senior Manager will lead and coordinate the delivery and development of literacy initiatives and programmes under his/her remit.

**DUTIES AND RESPONSIBILITIES**

**A. To assist in the administration and coordination of the Agency's services and programmes, within the Senior Manager's remit, to meet the needs of service users primarily the literacy teams, schools, children and their families.**

1. Manage the Aqra kemm Tiflaħ programme and related schemes and initiatives in all aspects: the choice of books, their banding, ordering, and delivery.
2. Manage a book inventory, the preparation of resources for schools, meetings with Heads of Schools and teacher training, distribution of resources to schools, and the creation of resources on the books.
3. Liaise with Heads of Department for Literacy, organise follow-up visits to schools in the programme, and administer feedback tools.
4. Manage the Aqra d-Dar programme in all aspects: the choice of books, their banding, ordering, delivery, submitted applications, distribution to homes and collection of books.
5. Prepare timelines and reports on the programme and head the team working on the programmes.
6. Ensure all sites and/or centres follow any national guidelines;
7. Facilitate collaboration between the Agency, schools, educational entities, public agencies, libraries, etc.;
8. Develop communication strategies to increase awareness and support of the Agency's programmes and initiatives;
9. Participate in coordinated efforts and school-linked programmes and/or initiatives organised by the College Literacy Teams, DES and DCLLE;
10. Assist with service evaluation, documentation of service achievements and compilation of required reports and statistics as directed by the CEO and/or his/her delegate;
11. Manage Agency teams within the Senior Manager's remit ensuring a cohesive team approach to service development, execution, monitoring and evaluation;
12. Assist with the assessment, planning and development of infrastructures to increase the sustainability of programmes, services and projects;
13. Conduct regular information meetings and/or sessions and provide technical and professional assistance to staff and relevant partners.

**B. To provide professional development and technical assistance to Agency staff, literacy teams and relevant partners, and to develop quality literacy programmes which promote the participation and achievement of service users.**

1. Consult with the Chief Executive Officer and/or his/her delegate, on new or innovative projects or initiatives within the Senior Manager's remit;
2. Identify resources and provide technical assistance to staff to address the needs of children with specific learning difficulties and their families;

3. Plan and implement, together with the Chief Executive Officer and/or his/her delegate, ongoing professional development for staff;
4. Identify academic and literacy curricula and resources to improve programmes;
5. Work closely with Agency staff, and other literacy professionals, to develop the Agency's services and programmes;
6. Ensure literacy activities are in line with the national curriculum and national policy standards, the National Literacy Strategy, the Language Policy for the Early Years and the Language Policy for the Junior Years, including future policies;
7. Work closely with Agency staff, educational entities, local communities, parents or guardians etc., to coordinate high quality programmes;
8. Ensure the adoption of effective approaches to motivating and supporting parents or guardians;
9. Develop and implement strategies for increasing the capacity of programmes and initiatives, involving community partners.

### **C. General Duties**

1. Call and chair regular meetings with key service personnel within the Senior Manager's remit;
2. Carry out regular planning and supervision meetings with staff;
3. Mentor staff within Senior Manager's remit and carry out regular on-site visits where applicable;
4. Ensure that all use of capital goods, resources and consumables within the Senior Manager's remit are made in accordance with the Agency's policy and procedures;
5. Ensure that all personnel are fully informed of and in compliance with the Agency's policies and procedures;
6. Undertake performance assessments for staff within the Senior Manager's remit according to guidelines established by the Chief Executive Officer and/or his/her delegate;
7. Assist the Chief Executive Officer, and/or his/her delegate, in budget reports pertaining to programmes and services within Senior Manager's remit;
8. Participate in the recruitment process of personnel;
9. Participate, where applicable, in the development of, and adherence to, internal procedures including those relating to relations with external organisations;
10. Consult with the Chief Executive Officer, and/or his/her delegate, on possible misconduct by staff within the Senior Manager's remit;
11. Deputise for Agency staff and as requested by the Chief Executive Officer and/or his/her delegate;
12. Any other task that may, from time to time, be assigned by the CEO and/or his/her delegate.

### **Eligibility criteria**

Applicants must fulfil the following eligibility criteria by the closing date:

- A recognised teaching degree at MQF Level 6 or higher, or an MQF Level 6 degree or higher in knowledge and information management, information and library studies, the social sciences or related fields.
- All applicants must have at least 5 years work experience preferably in a coordinating role and be able to demonstrate, by providing personal and specific examples experience in:
  - Literacy initiatives and/or Parental Empowerment initiatives and/or
  - Librarianship/library management and/or
  - Provision of formal and non-formal education.
- High standard of written and spoken Maltese and English (at least evidence of MQF Level 3, Grades 1-5, in both Maltese and English is required)
- High competency in ICT applications, especially MS Office systems (in particular, Word, Access, Excel, and PowerPoint). Ability to make use of management information systems would be desirable.

Due consideration will be given to applicants who present evidence of work experience in a coordinating/management role.

## Qualities and Experience required

1. A clear educational vision in line with the aims of the NCF, the National Literacy Strategy, the Language Policy for the Early and Junior Years and the ethos of the NLA.
2. Sound management skills including the ability to lead and motivate teams, organise activities effectively and keep within budgetary framework.
3. Strong interpersonal and communication qualities.
4. Ability to mentor and supervise personnel.
5. Task-oriented, responsible and gives attention to detail.
6. Transparency in working and a team-orientated work ethic.
7. Commitment to deliver on allocated tasks and respond in a timely manner to deadlines.
8. Commitment to ensuring a high-quality service and service user satisfaction.
9. Positive and constructive attitude.
10. An understanding of and commitment to equality of opportunity and diversity.

## Terms and Conditions

1. This is a full-time post, with a 40 hours per week (average) that may be spread out over a five or six-day period (Monday to Saturday) – see also number 7 beneath for current exigencies.
2. The selected candidate will be engaged on a basis of definite contract for 12 months, with the possibility of renewal for a further 12 months. The selected candidate will be subject to a probationary period of 3 months.
3. The salary for this post of Senior Manager on a definite contract is equivalent to NLA Grade C and shall be remunerated at the minimum of Salary Scale 5, which in 2022 is €29,960 per annum.
4. In addition, the Officer shall receive annual performance bonuses up to 10% of the Salary, Expense Allowance of €1,000 per annum, Car Allowance (incl. of fuel) of €2,500 per annum and Communication Allowance of €1,000 per annum.
5. The post-holder will be required to go through an induction phase during which s/he will undertake intensive training with the National Literacy Agency. The selected candidate may also be requested to attend training organised by entities other than the National Literacy Agency.
6. Willingness to be flexible to meet the demands of the role.
7. The post-holder is required to work flexible hours, within a 40-hour week (average), according to the exigencies of the service. Current working hours are:

Winter	1 <sup>st</sup> October to 15 <sup>th</sup> June	08:00 – 17:30
Summer	16 <sup>th</sup> June to 30 <sup>th</sup> September	08:00 – 14:00

## Supervision Received

The post-holder shall be accountable to the Chief Executive Officer and/or his/her delegate. The post-holder will be expected to work without constant supervision. 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.*

**March 2022**