

Senior Manager, Reading for Pleasure and Storytelling Programmes

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. Facilitate collaboration between the Agency, educational entities, public agencies, libraries, organisations in the community etc.;
2. Develop communication strategies to increase awareness and support of the Agency's programmes and initiatives;
3. Participate in coordinated efforts and school-linked programmes and/or initiatives organised by the literacy teams, DES and DLAP;
4. Manage Agency teams within the Senior Manager's remit ensuring a cohesive team approach to service development, execution, and evaluation;
5. Ensure all Agency sites/centres are offering a quality service which follow any national guidelines;
6. Draw up and produce policy documents, reports, and resources, as and when necessary;
7. Carry out periodical tracer studies amongst identified stakeholders, such as schools, educators and students, to measure the effectiveness of the service/programme, policies and/or procedures;
8. Prepare and present findings and reports to CEO and/or his/her delegate and relevant stakeholders as and when necessary;
9. Assist with the assessment, planning and development of infrastructures to increase the sustainability of programmes, services and projects;
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.

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. Conduct regular information meetings and/or sessions to provide technical and professional assistance to all stakeholders, including Agency staff, educational entities, parents, public agencies, libraries, organisations in the community etc.;
3. Provide support and training to all stakeholders in the implementation of current and future services, programmes and/or policies;
4. Identify resources and requirements to ensure the smooth running of centres/sites under his/her remit to ensure a high-quality service to all stakeholders;
5. Plan and implement ongoing professional development for staff under his/her remit and/or as directed by the CEO and/or his/her delegate;
6. Identify academic and literacy curricula and resources to improve programmes;
7. Work closely with Agency staff, and other literacy professionals, in the execution of high quality programmes and in the development of services and programmes;

8. Ensure literacy activities are in line with national curriculum and national policy standards, most notably the National Literacy Strategy and the Language Policy for the Early Years, including future policies;
9. Ensure the adoption of effective approaches to motivate and support parents or guardians;
10. 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 annual performance assessments for staff within the Senior Manager's remit as per 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 NLA staff 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:

1. A recognised degree in Education at MQF Level 6 or higher, preferably in Early Childhood Education and Care or in Primary Education; **AND**
2. A minimum of 5 full years work experience in a coordinating role in education*; **AND**
3. High proficiency in spoken and written Maltese and English (at least MQF Level 4 in Maltese and English or equivalent, or higher); **AND**
4. High competency in ICT applications, especially MS Office systems most notably Word, Access, Excel and PowerPoint.

**Applications from candidates in possession of a recognised teaching degree at MQF Level 6 or higher, preferably in Early Childhood Education and Care or in Primary Education, together with the Teacher's Warrant, who do not satisfy criterion (2) above will be considered only if the applicant has a minimum of ten full years of teaching experience in the early and/or junior years.*

Applicants must present documented evidence of their work experience and must demonstrate experience in literacy initiatives, most particularly reading initiatives as well as literacy initiatives with parents/caregivers. Due consideration will be given to applicants who have experience in the implementation of the reading for pleasure and storytelling methodology.

Qualities and Experience required:

1. High commitment to the core values of the applicable Code of Ethics (Public Administration Act, Cap. 595, First Schedule).

2. A clear educational vision in line with the aims of the National Curriculum Framework, the National Literacy Strategy (2021-2030), the Language Policy for the Early Years and the ethos of the NLA;
3. Familiarity with a balanced literacy teaching and learning approach;
4. Familiarity with Learning Outcomes Framework, particularly the Early and Junior Years;
5. Sound management skills including the ability to lead and motivate teams, organise activities effectively and keep within budgetary framework;
6. Strong interpersonal and communication qualities;
7. Ability to mentor and supervise personnel;
8. Ability to focus on tasks and give attention to detail;
9. Responsibility and accountability;
10. Transparency in working and a team-orientated work ethic;
11. Commitment to deliver on allocated tasks and respond in a timely manner to deadlines;
12. Commitment to ensuring a high-quality service and service user satisfaction;
13. Positive and constructive attitude;
14. An understanding of and commitment to equality of opportunity and diversity.

Terms and Conditions

1. This is a full-time post, 40 hours per week (average) that may be spread out over a five or six-day period (Monday to Saturday)
2. The selected candidate will be engaged on a basis of an indefinite contract. This is subject to a probationary period of twelve (12) months.
3. The salary of the Senior Manager is equivalent to NLA Grade C and shall be remunerated as follows: entry into the minimum of Salary Scale 5 and progress annually up to the maximum of the Scale. In the year 2022, the starting salary is €29,960 per annum with an annual increment of €641 up to a maximum of €33,806, payable in 13 payments.
4. In addition, the Officer shall receive annual performance bonuses up to 10% of the Salary, Expense Allowance of €1,000, Car Allowance (incl. of fuel) of €2,500 and Communication Allowance of €1,000.
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), as per the exigencies of the service:

Winter	1 st October to 15 th June	08:00 – 17:30
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. 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.

09/05/2022