



JOB DESCRIPTION

Operations and Quality Manager

Commission for the Protection from Ionising and Non-Ionising Radiation

Issue date 10th May 2024

Jobsplus Permit: 420/2024

Position	Manager
Reporting to	Principal for Radiation Protection
Subordinates	Radiation Officers
Purpose	To manage the operation of the Secretariat of the Commission for the Protection from Ionising and Non-Ionising Radiation (the Commission) in line with its regulatory obligations and the Mission of the Commission.
Duration of Contract	Indefinite (Probationary period: First six (6) months)

Duties and responsibilities

The Manager has responsibilities for the core regulatory processes, support processes and strategic management processes of the Secretariat as detailed below:

Core regulatory processes:

- Allocate tasks to Radiation Officers.
- Supervise the work of the Radiation Officers including: review of inspection reports, authorising the issuing of licences and initiating enforcement action.
- Prepare the inspection schedule.
- Ensure Secretariat databases are kept up to date.
- Carrying out interviews for investigation or other purposes.
- Carrying out inspections of facilities.
- Coordinate support given by the Secretariat to the Civil Protection Department in response to a radiological emergency.
- Deputise for the Executive Secretary in their absence.
- Facilitate the transport of Class 7 radiological material.

Strategic management processes

- Participate as necessary in EU and IAEA affairs.
- Establish and promote liaison with other governmental agencies with responsibilities for safety.
- Assisting in the preparation of legislation and guides.
- Oversee IAEA national and regional TC Projects.
- Identify development needs for Radiation Officers

Support processes

- Ensure all administrative functions are performed in line with the procedures of the Secretariat
- Maintenance of the management system of the Secretariat
- Budget, Finance and purchasing preparation
- Liaise with necessary service providers (Legal, calibration, dosimetry, IT etc.);
- Promotion of safety culture within the organisation
- Oversight of the radioanalytical laboratory
- Document control and data management

Pre-requisites

- Good communication skills
- Knowledge of the principles of radiation protection and the application of safety culture
- Ability to plan, organise, and lead a team
- The ability to interpret legislation and an understanding of the importance of applying safety culture.
- Proficiency in computer use of MS office applications

Qualifications and experience required

Masters qualification at MQF Level 7 in scientific areas, plus three years relevant work experience (of which one year must be in a management position) in the use of, or regulation of ionising radiation ;

Or

Bachelors qualification at MQF Level 6 in scientific areas, plus five years relevant work experience (of which one year must be in a management position) in the use of, or regulation of ionising;

Or

Other suitable qualification with seven years relevant work experience (of which one year must be in a management position) in the use of, or regulation of ionising.

Financial Package

Starting Basic : €32,532

Allowances (per annum):

- 1) All-inclusive car allowance €2,000,
- 2) Communication allowance €1,600 and
- 3) Performance bonus up to 10%

Interested applicants are requested to submit their CVs and a true copy of their qualifications by not later than 24th May 2024 to paul.brejza@gov.mt.

The Commission for the Protection from Ionising and Non-Ionising Radiation
is an equal opportunities employer