



**Heritage  
Malta**

## **Job Description**

### **Principal Officer (Human Resources)**

#### **Scope**

In collaboration with the Senior Manager HR, Visitors' Services and Operations, the Principal Officer is to lead the routine functions of HR and implement all activities involving Human Resources policies and procedures.

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#### **Key responsibilities**

- To participate in, and conduct, when necessary, the recruitment process together with the management team and as required.
  - To comply with the legal requirements in the recruitment and employment of staff.
  - To liaise with recruitment agencies if necessary.
  - To ensure that the management team in the Agency is regularly informed and comply with changes in the human resources policies.
  - To provide support on manpower needs, potential staff problems and other staff related issues, such as industrial relations.
  - To handle routine correspondence in respect of staff policies and procedures.
  - To assist in the preparation of reports regarding staff.
  - To assist the HR Manager in, or conduct, as may be necessary, disciplinary proceedings that may be taken against employees of the Agency.
  - To maintain and report on workplace health and safety compliance.
  - To assist and implement where necessary the performance management of staff in liaison with the management team.
  - To assist and implement where necessary in the training and CPD program designed to HM staff.
  - To assist the HR Manager in establish and implement a succession plan for the Agency.
  - To assist the HR Manager in implementing career progressions for HM staff.
  - To support and inform the employees of any new and updated policies.
  - To prepare and/or co-ordinate HR policies such as vacation leave, sickness verification among all staff.
  - To keep oneself informed and up-to-date on latest developments relating to one's specialisation and responsibilities.
  - To undertake initiatives in relation to Heritage Malta's strategy and strategic direction.
  - Works in close collaboration with other Heritage Malta professionals.
  - Observes professional ethics.
  - Ensures adherence to policies and approved budgets.
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- Other duties as may be assigned by the Agency.

### **Skills and Knowledge**

- Ability to build and maintain positive relationships with colleagues.
- Experience in educating and coaching staff.
- Experience in conflict resolution, disciplinary processes, and workplace investigations.
- Experience in following and maintaining workplace privacy.
- Knowledge of relevant health and safety laws.
- Knowledge of Public Service Management Code.
- Strong communication skills.
- Decision-making skills.
- Organisational and empathic skills.

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### **Qualifications and Experience**

Pertinent First degree (MQF Lv 6), plus three (3) years of relevant experience