

Job Description

JOB TITLE: Administrator - Maintenance and Health & Safety (Central Office)
EMPLOYMENT BASIS: Full-Time
DIVISION: Central Office
REPORTS TO: Central Office Senior Manager and/or delegate

ROLE PROFILE: The Administrator forms part of a team of workers of the Central Office of Fondazzjoni Sebħ. S/he is required to work hand in hand with other officers under the guidance and supervision of the Central Office Senior Manager and/or delegate. The incumbent has various responsibilities related to the day-to-day operations of the Central Office and shall also be responsible for overseeing all occupational health and safety related matters within Fondazzjoni Sebħ.

TERMS AND CONDITIONS: The Administrator is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full-time and subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebħ and the Archdiocese of Malta.

KEY RESPONSIBILITIES:

Administrative Duties:

- Assist to ensure the smooth running of the Central Office;
- Deal with any day-to-day needs arising within the Central Office;
- Co-ordinate the procurement of any items required, including consumables, furniture and create a centralized system wherever this is required;
- Co-ordinate and supervise the schedule of works of the Maintenance workers, Handypersons and domestic workers falling under the responsibility of the Central Office;
- Assist residential services in their administration duties, when this is required and as directed by the Central Office Manager and/or delegate;
- Assist the Central Office Senior Manager and/or delegate to develop systems and procedures to streamline practices across Fondazzjoni Sebħ;
- Assist the Central Office Senior Manager and/or delegate in monitoring various financial systems, such as petty cash, payroll, fuel re-imbusement, and others;
- Keep an updated filing system of areas of work;
- Liaise with the Administrator responsible for HR, as necessary;

- Attend and participate in internal meetings in line with the practice of the organization.

Health and Safety Officer Duties:

In liaison with Health and Safety Representatives within each of the services, in particular the Home Manager and their delegate (where applicable)

- Act as the designated Health and Safety Officer of Fondazzjoni Sebh;
- Carry out from time to time, or to ensure that is carried out by those external competent persons which Fondazzjoni Sebh may engage to so carry out, a suitable, sufficient, and systematic assessment of all the occupational health and safety hazards which may be present within all premises managed by Fondazzjoni Sebh and the resultant risks involved concerning all aspects of the work activity. Such assessment shall consider the risks to the health and safety of Fondazzjoni Sebh workers as well as the risks to the health and safety of other persons, including, service users of, and visitors to, Fondazzjoni Sebh;
- Manage, cooperate, and coordinate with any external occupational health and safety competent persons that may be engaged by Fondazzjoni Sebh from time to time;
- Identify hazards within Fondazzjoni Sebh premises and take necessary measures to avoid risks to occupational health and safety;
- Evaluate those risks to the health and safety of Fondazzjoni Sebh workers which cannot be avoided and shall combat them at source;
- Recommend and give effect to appropriate procedures to be followed by Fondazzjoni Sebh workers in the event of serious and imminent danger, and for this purpose, recommend, amongst other procedures, the procedures to be followed when the circumstances or the situation require the evacuation of persons from premises managed by Fondazzjoni Sebh;
- Ensure that all Fondazzjoni Sebh workers are trained and able, in the event of serious and imminent danger to their own safety and, or that of other persons, and where the immediate superior responsible cannot be contacted, to take the appropriate steps in the light of their knowledge and the technical means at their disposal, to avoid the consequences of such danger;
- Ensure that Fondazzjoni Sebh workers are provided with comprehensive information on any matter pertaining to occupational health and safety;
- Ensure that all premises managed by Fondazzjoni Sebh are maintained with an adequate level of hygiene and cleanliness;
- Take appropriate measures so that employers of workers from any outside undertakings and, or establishments engaged in work on Fondazzjoni Sebh premises in Malta, receive adequate information on matters which could affect occupational health and safety.

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- Ensure that systems whereby Fondazzjoni Sebh workers are consulted in advance and in good time on any matter which may affect occupational health and safety are in place;
- Inform and support Fondazzjoni Sebh Management with training that may be required to be provided from time to time to any Fondazzjoni Sebh employees in relation to occupational health and safety;
- Inform and support Fondazzjoni Sebh Management when appropriate measures need to be taken and/or when Fondazzjoni Sebh workers need to be provided with appropriate means so as to avoid risk of injury;
- Ensure that protective equipment is provided to and used by Fondazzjoni Sebh workers when risks cannot be avoided or sufficiently limited;
- Ensure that Fondazzjoni Sebh workers and any other person who may be present within any Fondazzjoni Sebh premises have rapid access to first aid whenever needed;
- Ensure that all staff are adequately trained in health and safety;
- Ensure the presence at all times of suitable and appropriate health and, or safety signs whilst ensuring that the residential homes remain as family like as possible;
- In consultation with the appointed Health and Safety consultancy firm, provide actionable recommendations to Fondazzjoni Sebh Management that will ensure adherence to legal impositions and lead to effective mitigation towards occupational health and safety risks;
- Ensure that the occupational environment of Fondazzjoni Sebh workers is conformant with the recommendations emanating from the Health and Safety Audits;
- Visit all premises managed by Fondazzjoni Sebh from time to time to ensure that all occupational health and safety related obligations are being adhered to.

Other tasks :

- Assist in administrative duties related to projects and events;
- Support the organisation in Fund Raising and other events;
- Be the main contact person for CSRs, be responsible for the co-ordination of CSR initiatives and be responsible for relevant documentation related to CSR initiatives;
- Assist in infrastructural projects when requested to do so;

SKILLS AND PERSONAL ATTRIBUTES:

- Effective team working skills;
- Good writing skills;
- Good computer skills;
- Good organisation Skills;
- Able to work on own initiative;
- Ability to meet deadlines;
- Ability to communicate effectively with others;

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- Ability to remain patient, objective and positive under pressure;
- Proficiency in the Maltese and English languages, both spoken and written, is required.

**MINIMUM
REQUIREMENTS:**

Qualifications

5 years' experience in administration.

OR

2 years' experience in administration and a qualification in related field.

Experience

Work experience in administration is considered an asset;

Evidence of knowledge and training in health and safety.

HOW TO APPLY: Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2024/08, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Central Office Senior Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebħ to reflect the needs of the service. This job description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission and any relevant legislation