

## **POSITION DESCRIPTION**

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<b>Position Title:</b>	Junior Legal Officer
<b>Organisation:</b>	Office of the Information and Data Protection Commissioner (OIDPC)
<b>Reporting to:</b>	Commissioner

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### **Overall Purpose of the Position**

The Junior Legal Officer is directly accountable to the Commissioner and is responsible to ensure compliance with and implementation of the relevant provisions of the data protection and the freedom of information legislation and to provide such legal support as may be required.

### **Main Responsibilities**

Develops and implements effective controls to ensure compliance with the relevant legislation.

Provides the required legal advice and assistance to the OIDPC.

Develops research and assessment initiatives required for determining the implications of existing or proposed legal requirements.

Represents the OIDPC in any legal proceedings and before the Appeals Tribunal, the Court of Appeal or in any civil, criminal or other case, as may be required.

Replies to general queries, investigates complaints lodged with the OIDPC and formulates draft decisions.

Carries out regular research of national and EU case-law, in particular judgments delivered by the ECHR, which may be applicable in the legal considerations of a decision.

Cooperates with the relevant entities and local authorities on data protection matters.

Takes part in announced on-site inspections which are carried out as part of the technical investigation of a complaint.

Participates in regular meetings held with the various sectors and contributes towards the development of guidelines and suitable codes of conduct.

Delivers lectures and presentations and participates in awareness raising programmes as may be necessary.

Collaborates and exchanges information with supervisory authorities of other countries and participates in joint programmes, meetings and conferences, both in Malta and abroad.

Proposes innovations and improvements to the current practices and systems with the objective to enable the OIDPC to achieve better and more effective results in its operations.

## **Consultation**

Maintains a close working relationship with the OIDPC's other units to facilitate a cohesive and integrated approach in the Office's operations and the ultimate fulfilment of its objectives.

## **Self-Improvement**

Strives to be well informed and up-to-date on emerging legal policy, issues and procedures as these may effect the operations of the OIDPC.

## **Accountability**

Adopts a professional approach with third parties, particularly during meetings.

Implements and enforces the OIDPC's decisions.

Shows leadership skills for the effective achievement of the OIDPC's objectives and strategies.

Adheres to internal policies and procedures.

## **Working Conditions**

May be required to work beyond normal office hours and may be required to represent the Office in meetings, conferences and other fora in Malta and abroad.

## **Other**

Discharges such other responsibilities as may, from time to time, be assigned by the Commissioner.

## **Qualifications / Skills Required**

A law degree (LL.D.) and a warrant to practice law in Malta.

Good knowledge and understanding of relevant local legislation, EU directives and regulations.

Good judgement and ability to set priorities and formulate decisions.

Ability to prepare reports and translate results.

Ability to lead and participate as a member of a team.

Proficient in office automation tools, particularly MS Word and Excel.

High level of interpersonal, written and oral, skills, in particular in the Maltese and English languages.

Displays a good level of initiative, effort and commitment towards attaining results.

Oriented to develop a career in this specific area of law.

Preferably having working experience in a similar regulatory environment.