

**Job Description**

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| Job Title  | **Deputy Director, Policy** |
| Department/Institute | **Administration** |
| Reporting to | **Principal and CEO** |
| Main Objective | **The Deputy Director is expected to be responsible to draft and develop documentation related to vocational and professional education and training, as well as to review, provide feedback and consolidate positions on policy related issues. The Deputy Director is part of the College’s management team and reports directly to the Principal and CEO. The Deputy Director is expected to also work closely with other members of the Management Team to monitor progress and alert when necessary.**  |

**DUTIES AND RESPONSIBILITIES:**

The Director may be entrusted to:

* Review current policies and manage policy research and analysis processes;
* Prepare policy papers, briefs and reports for current or new proposed policies;
* Consult with and provide expert advice to stakeholders within or outside the College;
* Develop policy feedback as requested mainly within the EU structures fora;
* Oversee the collection, reporting and interpretation of data and related information, as necessary;
* Participate in conferences, seminars and meetings, in Malta and abroad;
* Represent the College in meetings and negotiations, as instructed by the Principal.

More specifically, duties and responsibilities include but are not limited to the following areas:

1. To draft the formulation of MCAST feedback on proposed Malta positions for EU Council briefs in relation to policy areas related to the College.
2. To carry out research and appropriate analysis to determine impact of policy and proposals on the College.
3. To draft policy papers, analytical and background papers, briefs, reports, as well as research, including work related to policy with regards to EU internal and external matters, MCAST matters as well as bilateral and multilateral relations.
4. To represent the College, in Malta and overseas, in the pursuit of the College’s established objectives, including participation in conferences and meetings.
5. To coordinate the collection of data, complete studies and other initiatives as directed.
6. To coordinate logistical and organizational preparations, as required, for related events, activities and meetings organized by the College
7. To coordinate the required input and documentation with regards to EU Commission mission findings;
8. To liaise with the Ministry of Education in order to formulate an appropriate national position and assess the implications of all EU documentation relating to the pertinent policy areas of vocational education and training, including Higher VET.
9. To proper manage administrative and coordinative duties including financial and personnel work.
10. To oversee and coordinate one or more specified action plans or projects, as assigned.
11. To perform other job-related duties as assigned. The list is not exhaustive and management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries.