

Position Description			
Title:	Architect	ETC 98/2009; MPO/259/2005/18	
Office:	Office of Property Management		
Unit:	Planning and Design Services	Relativity:	4
Responsible to:	Head, Planning and Design Services		

Overall Purpose of Position

The Architect is responsible for planning, designing and managing all architectural-related projects undertaken by Malta Enterprise or on Malta Industrial Parks Ltd property, from their inception till their completion, whilst ensuring that these meet all the relevant planning, environmental, Health and Safety and other regulations outlined by the organisation or by appropriate regulatory authorities. He or she, where so appropriate, will also coordinate and review the activities of the various project stakeholders to ensure that these are compliant with the established plans and designs.

Main Responsibilities

Plans and Objectives

- To ensure that all architectural works undertaken by Malta Enterprise are carried out to the highest standards and within the relevant budgets, timescales and design, legal and environmental stipulations.

Duties

- Assists the Head, Planning and Design Services Unit in the formulation, development and implementation of policies and procedures pertaining to architectural-related matters.
- Undertakes environmental impact, feasibility and other related studies to assess the appropriateness of building / renovations projects envisioned by Malta Enterprise.
- Assesses, plans, designs and administers building and renovation projects for Malta Enterprise, applying knowledge of design, construction procedures, zoning and building codes and building materials.
- Consults with the relevant stakeholders to determine the functional and spatial requirements of new structures or renovations undertaken by Malta Enterprise and prepares and presents information regarding design, specifications, materials, equipment, estimated costs and construction time.
- Promotes the application of Green technology and alternative technologies in order to meet the Energy Efficiency in Buildings Directive as well as to promulgate energy efficient buildings.
- Produces detailed technical drawings through which timing, materials, costings and other factors essential to the project are established and planned.

- Works closely with, and provides technical guidance to draughtspersons, surveyors and other relevant professionals, to ensure that building / renovation processes are compliant with the necessary standards and legal stipulations.
- Prepares and presents design proposals / project layouts to the Head, Planning and Design Services Unit for review and approval.
- Prepares and presents technical documents that relate to permits and planning and development consent from the Malta Environmental Planning Authority and other relevant bodies.
- Advises and participates in the preparation and evaluation of tenders and the preparation and certification of Bills of Quantities related to building / renovation projects within Malta Enterprise.
- Certifies payment vouchers for completed works and ensures that these are according to tender specifications and conditions.
- Manages within parameters as delegated contractual and payment variations.
- Carries out regular site visits to check on progress of projects and ensures that these are running within the agreed budgets, timescales and established criteria.
- Ensures that all structures / building and renovations work undertaken by Malta Enterprise are in compliance with the relevant local and European Union Health and Safety regulations.
- Proactively identifies, communicates, mitigates and resolves project / stakeholder-related issues.
- Ensures continuous and effective communication and coordination on projects between all disciplines and parties involved.
- Advises and guides the Head, Planning and Design Services Unit on architectural-related issues and concerns.
- Provides line management and supervision to staff assigned to his or her responsibility.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior executives as requested.

Consultation

- Consults with the Head, Planning and Design Services Unit in resolving issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordination and communication with the relevant contractors, tenants and other project stakeholders.
- Consults and communicates with other internal and external stakeholders as necessary.

Self-Improvement

- Keeps up to date with the latest tools, methodologies and legislation related to architecture, planning and development, construction and other related areas.
- Keeps up to date with the latest developments within Malta Enterprise.

Other

- Performs any other job related duties as necessary or as assigned.

Supervision Received

- Direct supervision and guidance from the Head, Planning and Design Services Unit.

Working Conditions

- Requested to work outside office hours to meet deadlines and / or in crises situations.
- Site visits will be required from time to time.

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Drafting skills.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Leadership skills.	Medium
Negotiation skills.	Medium
Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Attention to detail and accuracy.	High
Creative ability.	High
Self-motivated and shows initiative.	High
Able to multi-task under tight deadlines.	High

Knowledge

Tertiary qualification in Architecture or equivalent.	Mandatory
Recognised warrant in Architecture.	Desirable
Knowledge of architectural principles, tools, methodologies and practices.	Mandatory
Knowledge of issues in construction, building restrictions / requirements, costs for materials and labour et al.	Mandatory
Knowledge of local and European Union legislation and regulations in relation to environmental planning and development, construction and Health and Safety issues.	Mandatory
Knowledge of the relevant architectural software such as Computer Aided Design (CAD).	Mandatory

Experience

Minimum 4 years experience in a similar environment.	Mandatory
Proven experience in participating in building / renovation projects.	Mandatory