

Position Description			
Title:	Chief Officer, Corporate Affairs	ETC 62/2010; MPO/134/2005/34	
Office:	Office of Corporate Affairs		
Responsible to:	Chief Operating Officer	Relativity	2

Overall Purpose of Position

The Chief Officer, Corporate Affairs, is responsible for developing and managing the organisation's overall support function, integrating the three fundamental functional elements of financial management and planning, procurement and administration into a seamless support structure for all the other Offices. He or she will provide leadership to the Office of Corporate Affairs to render the function proactive to the needs of the other functions within Malta Enterprise.

Main Responsibilities

Plans and Objectives

- Provides leadership to the Office of Corporate Affairs.
- Ensures the smooth running of the Office of Corporate Affairs, in line with Malta Enterprise business goals and objectives.
- Draws up the business plan for the Office of Corporate Affairs.
- Participates in the formulation of the strategic orientation of Malta Enterprise.
- Participates in the identification of Key Performance Indicators and Key Performance Targets for the Office of Corporate Affairs.

General Management

- Manages the business of the Office of Corporate Affairs.
- Implements Malta Enterprise policies and procedures within the Office of Corporate Affairs.
- Manages continuous improvement and change within the Office of Corporate Affairs.
- Secures quality benchmarks and reviews to ensure excellence within the Office of Corporate Affairs.
- Provides advice, guidance, direction and authorisation of staff with regards to plans, policies and procedures of Malta Enterprise.
- Communicates with staff to ensure responsibilities, authorities and accountabilities are defined and understood.
- Delegates responsibility as appropriate to staff.
- Provides guidance and leadership as appropriate to staff.
- Selects, supervises, trains, coaches and evaluates staff as appropriate.

Financial Management

- Ensures that the financial objectives with regards to the Office of Corporate Affairs, as outlined in Malta Enterprise's business plan, are achieved.
- Carries out continuous analysis of the Office of Corporate Affairs costs, variances and financial forecasts.
- Ensures that good financial structures and controls are in place.
- Ensures that the overheads and costs of the Office of Corporate Affairs are secured to the lowest total cost of ownership possible.
- Oversees the audit process within the Office.
- Provides financial management reporting to the Chief Operating Officer.

Human Resource Management

- Oversees the development and implementation of sound human resources policies, procedures, and practices for Office of Corporate Affairs.
- Advises on the negotiation of staff employment contracts as they fall due.
- Develops performance-based culture for the Office of Corporate Affairs.
- Ensures Malta Enterprise objectives can be achieved by recruiting and training suitable staff.
- Develops a positive and team oriented culture for the Office of Corporate Affairs.

Duties

- Oversees and implements a framework for the provision of corporate support to all Offices at Malta Enterprise.
- Coordinates and manages the completion of Malta Enterprise initiatives with regards to objectives and goals set for the Office of Corporate Affairs as detailed in the business plan.
- Recommends initiatives and actions for enhanced performance of the Office of Corporate Affairs to the Chief Operating Officer.
- Co-ordinates the three areas of the Office of Corporate Affairs to promote the Office as co-operative and pro-active in rendering an efficient and effective service to the other functions within Malta Enterprise.
- Works with the Office of the Chief Operating Officer and other Malta Enterprise stakeholders to identify, monitor and review strategic target areas for effective financial planning and people management.
- Develops and implements mechanisms to actively engage key stakeholders that impact on Malta Enterprise objectives.
- Oversees the implementation and maintenance of a proper accounting system.
- Advises on the preparation and monitoring of budgets across all Offices.

- Evaluates financial corporate performance in terms of strategic objectives.
- Oversees internal audit of the procurement function to ensure transparency and equitability.
- Ensures that other Offices cost centre managers are regularly provided with updated information on their expenditures and commitments.
- Advises on financial implications of new policies or changes to existing policies.
- Provides advice and support on financial planning to other functions within Malta Enterprise.
- Oversees the function of the Office of Corporate Affairs as a focal point for employee relations at Malta Enterprise.
- Draws up a procurement strategy for the consideration of the Chief Operating Officer.
- Oversees the development and implementation of sound procurement policies and procedures according to best practice and to government procurement regulations.
- Establishes one procurement system throughout Malta Enterprise through discussed and agreed procedures so that procurement is focused through one main channel in the Office of Corporate Affairs.
- Ensures that tender procedures and Request for Quotations issued by Malta Enterprise fall within the norms and regulations of local government and, where applicable, EU regulations.
- Ensures that tender evaluation committees as appointed by the Malta Enterprise Board are provided with the support and technical advice as required.
- Oversees the development and implementation of sound administrative practices and procedures at the Office of Corporate Affairs.
- Promotes a seamless, overall administrative system, mirrored on the one adopted by the Office for Corporate Affairs, in all other Offices.
- Ensures a co-operative, effective and mutual respectful interaction between the staff of the Office Corporate Affairs and other Offices at Malta Enterprise.
- Reviews regularly reports and data analysis with a view to promote optimum utilisation of financial and human resources, both in the Office of Corporate Affairs and throughout Malta Enterprise.
- Attends briefings and meetings as required.
- Prepares and presents reports and other documentation to senior management as requested.

Consultation

- Consults with the Chief Operating Officer and Executive Chairman in resolving issues and problems which are sensitive and / or of a strategic nature.
- Co-ordinates and consults with all other Chief Officers on relevant internal and external issues which may impact the performance of Malta Enterprise.
- Co-ordinates with external stakeholders or agencies as necessary.

Self-Improvement

- Keeps up to date with new trends, legislation, financial, labour market and procurement developments, in relation to the Office for Corporate Affairs.
- Keeps up to date with the latest developments within Malta Enterprise.

Other

- Performs other job related duties as necessary or as assigned by the Chief Operating Officer.

Supervision Received

- Receives direction from the Chief Operating Officer, especially in sensitive or contentious issues.

Working Conditions

- Works outside office hours to meet deadlines and / or in crises situations.
- Travels outside the country as appropriate.

Skills / Knowledge / Experience

Skills

Computer Literacy.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Organisation and planning.	High
Analytical, evaluative and problem-solving abilities.	High
Sets and manage priorities judiciously.	High
Negotiating skills.	High
Leadership.	High
Able to multi-task under tight deadlines.	High
Self-motivated.	High
Ability to motivate in a team-oriented, collaborative environment.	High
Ability to influence, promote and communicate ideas.	High
Ability to listen and act equitably.	High

Knowledge

Tertiary qualification in Accountancy, Business Administration, Audit, People Management or in related disciplines.	Mandatory
Post-graduate degree in a related field.	Desirable
Solid working knowledge of strategic policy design and implementation.	Mandatory

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Time: 1000hrs

Knowledge of organisational management, visioning, finance, operations and human resources.	Mandatory
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Experience

Minimum 7 years experience in a corporate and management support environment.	Mandatory
Proven experience in managing or directing a team.	Mandatory
Proven experience in strategic planning and execution.	Mandatory