

Position Description			
<b>Title:</b>	<b>Chief Officer, Project Management</b>	<b>Ref No:</b>	ETC223/2011; MPO/134/2005/35
<b>Office:</b>	Office of Project Management		
<b>Responsible to:</b>	<b>Chief Operating Officer</b>	<b>Relativity:</b>	2

### Overall Purpose of Position

The Chief Officer, Project Management is responsible for leading the Project Management functions of Malta Enterprise, in accordance with the organisation's mission and strategic objectives. He or she will be accountable for managing, controlling and coordinating the resources and operations of the Office and to further developing and improving the Project Management functions. He or she will also be responsible for directing and managing the tasks and activities of personnel within the Office of Project Management.

### Main Responsibilities

#### Plans and Objectives

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

#### General Management

- Manages the business of the Office of Project Management.
- Implements Malta Enterprise policies and procedures within the Office of Project Management.
- Manages continuous improvement and change within the Office of Project Management.
- Secures quality benchmarks and reviews to ensure excellence within the Office of Project Management.
- Provides advice, guidance, direction and authorisation of staff with regards 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 Project Management, as outlined in Malta Enterprise's business plan, are achieved.
- Carries out continuous analysis of the Office of Project Management 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 Project Management 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 Resources Management**

- Assists in the development and implementation of sound human resources policies and procedures.
- Assists in the negotiation of the staff employment contracts as they fall due.
- Develops a performance-based culture for the Office of Project Management.
- Ensures Malta Enterprise objectives can be achieved by recruiting and training suitable staff.
- Develops a positive and team oriented culture for the Office of Project Management.

### **Duties**

- Responsible for preliminary scoping, evaluation and feasibility assessment of major projects.
- Selects and facilitates team of major stakeholders who possess strategic decision-making responsibilities in their respective organisations.
- Provides high-level research support on building decision scenarios and providing analysis of financial and organisational implications of recommendations.
- Provides resource-planning guidelines such as cost estimates, human resource needs and high level budget development.
- Develops project quality management plan, quality checklist and metrics plan.
- Participates and contributes to high-level discussion and / or negotiating meetings with major external stakeholders within a project.

- Presents recommendations and reports to senior management, implementing recommendations and developing communications about decisions taken.
- Participates in tendering procedures and tender document design, provides recommendations on the appropriate tender instruments to be applied (three package, competitive dialogue and negotiated tendering), provides recommendations on tender financing (private financing instrument), participates in tendering evaluations and tendering negotiations.
- Sets-up or takes control of project review boards of governing projects within the Office of Project Management, as necessary.
- Establishes the appropriate soft and hard infrastructure to present project management reporting and information as appropriate.
- Introduces international project management methodology and ensures all staff is accredited in such methodology.
- Works with appropriate stakeholders within Malta Enterprise to identify external sources of finance, such as, the EU ERDF and other financial sources.
- Ensures that all planning and regulatory instruments relating to specific projects are strictly adhered to.
- Approves all variances to project plans contracts and other appropriate documentation.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior management as requested.

### **Consultation**

- Consults with the Chief Operating Officer in resolving issues and problems that are of a strategic nature.
- Consults and coordinates with key internal and external stakeholders that have a direct or indirect regulatory and other impact on Malta Enterprise's projects.

### **Self-Improvement**

- Keeps up to date on emerging business developments, methodologies, instruments and tools related to the field of Project Management.
- Keeps up to date with the latest developments within Malta Enterprise.

### **Other**

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

## Supervision Received

- General direction from the Chief Operating Officer.

## Working Conditions

- May be required to work outside office hours in crisis situations and / or to meet deadlines.
- On-site visits on particular projects will be required.
- Regular travel and after hour business meetings might be necessary.

## Skills / Knowledge / Experience

### Skills

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

### Knowledge

Tertiary qualification in Business Administration, Management, Engineering, Architecture, Project Management or equivalent.	Mandatory
Post-graduate degree in Project Management or related discipline.	Desirable
Broad knowledge of various project management disciplines, principles and methodologies.	Desirable
Knowledge of the appropriate project management software / tools manipulation.	Mandatory
Knowledge of applicable laws and regulations as they relate to local urban planning / construction environment.	Mandatory

## Experience

Minimum 7 years experience in a similar environment.	Mandatory
Proven experience in managing or directing a team.	Mandatory
Extensive professional experience in project management.	Desirable