

Position Description	
Title:	Consultant
Target Sectors:	<ul style="list-style-type: none"> • Biotechnology • Energy & Environment
Office:	Office of Experience Management and Development
Unit:	Business and Investment Consultancy
Responsible to:	Head, Business and Investment Consultancy

The Consultant is responsible for providing specialist and technical support to business undertakings typically operating in Malta in the area of responsibility assigned. The Consultant is also to provide advisory services to Malta Enterprise and its various Offices in relevant subject areas and where the organization deems necessary.

Main Responsibilities

Plans and Objectives

- Provides the appropriate technical and specialist planning within the area of responsibility to business undertakings in Malta.
- Provides input to Malta Enterprise on national vision, industrial, entrepreneurial as well as vertical strategies under design or review with regards to the appropriate technical and specialist area of responsibility.
- Works closely with Malta Enterprise Offices in order to enable for an intelligent identification of trade and investment opportunities that can be transformed into actual trade and investment.
- Provides horizon scanning, with the support of the Economic and Market Research Unit as well as other functions, on the technical and specialist area of responsibility and submits recommendations as appropriate.

Duties

- Supports business undertakings operating in Malta with advice on the relevant subject areas.
- Provides specialist consultancy to business undertakings operating in Malta in order to deal with problem areas and to grow in a strategic manner.
- Works with Malta Enterprise Offices through the provision of advisory in the relevant subject area when necessary.

- Retains ‘ownership’ for each project assigned by Malta Enterprise for realisation such responsibility goes also beyond project completion.
- When requested, provides working briefs on the state of play of the technical and specialist area of responsibility and submits recommendations as appropriate.
- Meets with the constituted representatives of business undertakings within the target sector as well as individual firms to maintain a direct watching brief on the performance, opportunities, issues, threats and other matters that effect investment and trade within the area of responsibility.
- Reviews international and national standards and benchmarks and provide recommendations within the specialist technical and specialist area of responsibility that firms require to obtain accreditation in order to be in a position to compete internationally as well as to meet European Union and other standards regulatory requirements.
- Works with the Incentive Development Unit to develop incentive instruments and mechanisms that are tailored to the requirements of industry and enterprise within the target sector assigned.
- Reviews developments with regards to local and European Union legislation and subsidiary legislation that may impact the success or otherwise of industry and enterprise within the target sector assigned
- Attends briefings and meetings as necessary
- Prepares and presents reports and other documentation to senior management as requested.

Consultation

- Consults with the Head, Business and Investment Consultancy in resolving issues and problems which are sensitive and /or of a strategic nature.
- Coordinates with other relevant internal and external stakeholders or agencies as necessary.

Self-Improvement

- Keeps up to date with market trends, technology, incentive, skills, et al within the assigned target sector.
- Keeps up to date with local and European Union legislation and subsidiary legislation with regards to assigned target sector.
- Keeps up to date with the latest developments within Malta Enterprise.

Other

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

Supervision Received

- Direction from the Head, Business and Investment Consultancy, especially in sensitive or contentious issues.

Working Conditions

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

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Networking ability.	High
Leadership ability.	High
Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Creative and innovative thinker.	High
Ability to set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High
Self-motivated and able to work under minimum supervision.	High
Ability to influence, promote and market ideas and products.	High

Technical and Specialised Knowledge directly related to Target Sector Assigned

Tertiary qualification in target sector assigned.	Mandatory
Post-graduate degree in target sector assigned.	Desirable
Knowledge of marketing behavior of target sector assigned.	Mandatory
Knowledge of applicable local and European Union legislation and regulations of target sector assigned.	Mandatory
Knowledge of horizon scanning within target sector assigned.	Mandatory

Experience

Minimum 5 years experience in a senior executive or consultancy position within target sector assigned.	Mandatory
Proven experience in developing and taking forward opportunities within the assigned target sector.	Desirable