

<b>Position Description</b>			
<b>Title:</b>	<b>Head, Economic and Market Research</b>	ETC241/2009; MPO/134/2005/26	
<b>Office:</b>	Office of Experience Management and Development		
<b>Unit:</b>	Economic and Market Research Unit	<b>Relativity</b>	<b>3</b>
<b>Responsible to:</b>	Senior Head, Experience Management and Development		

### **Overall Purpose of Position**

The Head, Economic and Market Research is responsible for managing, planning, coordinating and implementing the Economic and Market Research function within Malta Enterprise. He or she will also be responsible for directing and guiding the tasks of personnel within the Economic and Market Research Unit.

### **Plans and Objectives**

- Provides leadership to the Economic and Market Research Unit.
- Draws up the Business Plan for the Economic and Market Research Unit.
- Participates in the formulation of the Key Performance Indicators and Targets respectively for the Economic and Market Research Unit.
- Ensures the smooth running of the Economic and Market Research Unit, in line with Malta Enterprise's business goals and objectives.

### **General Management**

- Manages the business of the Economic and Market Research Unit.
- Implements Malta Enterprise policies and procedures within the Economic and Market Research Unit.
- Manages continuous improvement and change within the Economic and Market Research Unit.
- Secures quality benchmarks and reviews to ensure excellence within the Economic and Market Research Unit.
- 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.

## **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 Economic and Market Research Unit.
- Ensures Malta Enterprise objectives can be achieved by recruiting and training suitable staff.
- Develops a positive and team oriented culture for the Economic and Market Research Unit.

## **Duties**

- Devises, implements and monitors Malta Enterprise economic and market research strategy, as well as organisational policies and procedures in this regard.
- Monitors and evaluates economic and market research policies and procedures and adjusts as necessary.
- Plans, directs and manages the central Economic and Market Research activities within Malta Enterprise.
- Develops an integrated framework to ensure thorough economic and market analysis as part of the strategic management processes and the assessment of corporate performance.
- Under the direction of the Senior Head, Experience Management Development identifies and designs economic and market research projects to be undertaken by the Unit.
- Works with Station Managers, Regional Leaders within the Investment and Trade Development Unit and other appropriate functions within Malta Enterprise with regards to the provision of economic and market intelligence and in the preparation of strategic country and region market and economic assessments.
- Based on analytic findings, develops recommendations, policies or plans on which to base Malta Enterprise programmes and initiatives.
- Follows through with the implementation of economic and market research programmes and projects.
- Monitors and evaluates economic and market research projects / programmes undertaken by the Unit and presents recommendations and / or takes corrective action as appropriate.
- Establishes and implements the necessary technological methods and research procedures for obtaining and analysing economic and market data.
- Provides high-level economic advice and guidance to internal personnel.
- Attends briefings and meetings as necessary.
- Prepares and presents management reports and other documentation to senior management as necessary.

### **Consultation**

- Consults with the Senior Head, Experience Management and Development, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates with other internal functions and external stakeholders as necessary.

### **Self-Improvement**

- Keeps up to date with new trends, developments and methodologies in the field of Economic and Market Research.
- Keeps up to date with the latest developments in global and local business markets.
- 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 Senior Head, Experience Management and Development.

### **Working Conditions**

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

### **Skills / Knowledge / Experience**

#### **Skills**

Computer literacy.	High
Numeracy skills.	High
Written and verbal communication skills.	High
Interpersonal skills.	High
Leadership skills.	High
Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Ability to define problems, collect data, establish facts and draw valid conclusions.	High
Attention to detail.	High
Set and manage priorities judiciously.	High

Able to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High

### Knowledge

Tertiary qualification in Economics, Marketing, Business, or equivalent.	Mandatory
Post-graduate degree in Economics, Marketing / Business or equivalent.	Desirable
Knowledge of economic and market research principles and practices, the financial markets, and the analysis and reporting of economic financial and marketing data.	Mandatory
Knowledge of the relevant econometric software and programmes.	Desirable
Knowledge of statistics / mathematical models.	Mandatory
Knowledge of qualitative and quantitative research methodologies.	Mandatory

### Experience

Minimum 5 years experience in a similar environment.	Mandatory
Proven track record in economic and market research design and analysis.	Mandatory
Proven experience in managing a team.	Mandatory