

Position Description			
Title:	Head, Planning and Design Services	ETC226/2010; MPO/134/2005/26	
Office:	Office of Property Management		
Unit:	Planning and Design Services	Relativity:	3
Responsible to:	Chief Officer, Property Management		

Overall Purpose of Position

The Head, Planning and Design Services Unit will be responsible for developing, implementing and maintaining the highest standards and methods relating to the provision of quantity surveying and architectural services appropriate for the demands of Malta Enterprise, whilst ensuring that these are in compliance with the relevant legal and regulatory standards and guidelines.

Plans and Objectives

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

General Management

- Manages the business of the Planning and Design Services Unit.
- Implements Malta Enterprise policies and procedures within the Planning and Design Services Unit.
- Manages continuous improvement and change within the Planning and Design Services Unit.
- Secures quality benchmarks and reviews to ensure excellence within the Planning and Design Services 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 Planning and Design Services Unit.
- Ensures Malta Enterprise objectives can be achieved by recruiting and training suitable staff.
- Develops a positive and team oriented culture for the Planning and Design Services Unit.

Duties

- Formulates, develops and implements policies and procedures pertaining to quantity surveying and architectural-related matters.
- Establishes and implements methodologies based on best practices relating though not necessarily limited to technical design, surveying, works measurement, works planning, works management, environmental impact, auxiliary services management, construction management, building services, feasibility assessments, et al.
- Ensures that building and renovation projects embarked upon are compliant with established 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
- Ensures that activities embarked upon are based on detailed planning that accounts for materials, equipment, estimated costs and construction time.
- Liaises with the Office of the Chief Information Officer to ensure that the business of the function is supported by the appropriate level of ICT technologies.
- Champions Green technology.
- Ensures that works are compliant with the Energy Efficiency in Buildings Directive and promotes energy efficient buildings.
- Ensures that works embarked upon are completed on time, within budget, and to the highest level of quality possible, which will include regular site visits.
- Ensures that appropriate manuals relating to standards, legal obligations, et al are available for reference.
- Approves design proposals / project layouts submitted to the Head, Planning and Design Services Unit for review and approval.
- Ensures that technical documents that require permits and planning and development consent from the Malta Environmental Planning Authority and other relevant bodies are designed in such a manner that allows for the receipt of the appropriate certification in the shortest time possible.
- In liaison with the Legal, Regulatory and Compliance Unit within the Office of the Executive Chairman that the most appropriate templates and protocols are designed for tenders and other procurement instruments.

- Ensures that contract and payment variations are governed tightly in order to minimise potential value re-engineering by the contractor and maintain the highest level of transparency possible and manages such variations appropriately.
- 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.
- Ensures that quantity surveying and architectural services provided to other Offices and business units within Malta Enterprise are delivered within parameters set by internal services level agreements entered into between the Office of Property Management and such other Offices and business units.
- 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.
- 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 Chief Officer, Property Management, in resolving issues and problems which are sensitive and / or of a strategic nature.
- Coordinates and communicates with Architects and other project stakeholders as appropriate.
- Coordinates with other relevant internal and external stakeholders or agencies as necessary.

Self-Improvement

- Keeps up to date with new tools, software, methodologies and regulations in relation to drafting.
- Keeps up to date with the latest projects and initiatives undertaken by Malta Enterprise.

Other

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

Supervision Received

- Direct supervision and guidance from the Chief Officer, Property Management.

Working Conditions

- Requested to work outside office hours to meet deadlines and / or in crises situations.
- On-site visits will also be required.

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Numeracy skills.	High
Written and verbal skills.	High
Communication and interpersonal skills.	High
Design skills.	High
Leadership skills.	High
Organisational and planning skills.	High
Evaluative, problem-solving and decision-making skills.	High
Attention to detail.	High
Pro-active and flexible approach to work.	High
Able to set and manage priorities judiciously.	High
Ability to work under pressure within tight time scales.	High
Self-motivated and shows initiative.	High

Knowledge

Tertiary qualification in Property Management, Building Services, Engineering, Architecture, Surveying or related disciplines	Mandatory
Knowledge of drafting methods, practices and standards	Mandatory
Knowledge of CAD and other related design software.	Mandatory
Knowledge of the relevant Health and Safety and building regulations and legislation.	Mandatory
Knowledge of energy efficient buildings and CO2 footprint reduction methods	Mandatory
Knowledge of mechanical and electrical systems and mechanical and electrical designing techniques	Desirable
Knowledge of manufacturing processes	Desirable
Knowledge of construction methods and processes.	Desirable
Knowledge of project management techniques and procedures.	Desirable
Understanding of people management principles, practices, and procedures as well as office procedures.	Desirable

Experience

Minimum 5 years experience in a similar environment.	Mandatory
--	-----------

Proven experience in managing a team / unit.	Mandatory
--	-----------