

Position Description			
Title:	Property Inspector	ETC 137/2010 MPO/259/2005/7	
Office:	Office of the Executive Chairman		
Unit:	Legal, Regulatory and Compliance Unit	Relativity:	5
Responsible to:	Chief Officer, Legal, Regulatory and Compliance		

Overall Purpose of Position

The Property Inspector will be responsible for carrying out property surveying checks to ensure that tenants utilising Malta Enterprise property are complying with the property maintenance conditions arising from the lease agreement initially established by both parties.

Plans and Objectives

- Ensures that all tenants utilising Malta Enterprise property are complying with the property maintenance conditions outlined in their respective lease agreement, as established initially by both parties.

Duties

- Participates in, and provides recommendations to the Chief Officer, Legal, Regulatory and Compliance in the design, development and implementation of policies, procedures and regulations relating to property inspections.
- Participates in, and provides recommendations to the Chief Officer, Legal, Regulatory and Compliance in the development, implementation and enforcement of strategies aimed to promote tenant compliance with the conditions established by lease agreements.
- Works with the Chief Officer, Legal, Regulatory and Compliance in evaluating the effectiveness of strategies, policies and regulations relating to property inspection and recommends improvements as appropriate.
- Continuously carries out general property surveying checks which include, but are not limited to, building, building services, engineering, maintenance and infrastructural works to ensure that tenants are in compliance with the lease conditions established by Malta Enterprise in this regard and reports to upper management as necessary.
- Under the direction of the Chief Officer, Legal, Regulatory and Compliance, drafts and implements a programme for property visits to ensure that all properties are surveyed on a regular basis and properly maintained by both the tenants and Malta Enterprise as appropriate.
- Compiles reports outlining the findings of a property visit and provides direction to tenants on issues which need adjusting and within what time frames.

- Follows up on an issues arising from the property visits and subsequent reports, both through communication with the relevant parties and / or other site visits as appropriate.
- Re-inspects premises to ascertain that the tenant in question has rectified the reported breach as requested and escalates to the Chief Officer, Legal, Regulatory and Compliance for further action in cases where the breach has remained unresolved.
- Audits and assesses the efficiency of space utilisation in properties leased by Malta Enterprise to ensure that the property is used for the purposes stipulated by that particular lease agreement and reports any inconsistencies to upper management as appropriate.
- Gives evidence in court / disciplinary hearings as and when appropriate.
- Compiles and maintains updated case records / files of all properties inspected and other related documentation as necessary.
- Gathers and analyses statistical information on the nature and frequency of condition breaches and presents to upper management, so as to inform future decision-making and policy / strategy development in this regard.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior management as requested.

Consultation

- Consults with the Chief Officer, Legal, Regulatory and Compliance, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and / or of a strategic importance.
- Communicates and coordinates with tenants as appropriate.
- Communicates and coordinates with other internal and external stakeholders as necessary.

Self-Improvement

- 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, Legal, Regulatory and Compliance.

Working Conditions

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

Skills / Knowledge / Experience

Skills

Computer literacy.	High
Written and verbal communication skills.	High
Interpersonal skills.	High
Negotiation skills.	High
Tact and diplomatic skills.	High
Firm and ability to influence.	High
Organisational and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High
Operates effectively in sensitive or contentious situations.	High

Knowledge

'O' Level standard of education or equivalent.	Mandatory
Knowledge of building construction and maintenance.	Mandatory

Experience

Minimum 3 years experience in a similar environment.	Mandatory
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