

Title:	CONSULTANTS – BUSINESS AND INVESTMENT
Unit:	Business & Investment Consultancy
Office:	Office of Experience Management & Development
Responsible to:	Head, Business and Investment Consultancy

Overall Purpose of Position

The Consultants will act as Malta Enterprise's instrument to assist local industry to seek increased added value as well as to secure external sourcing support – with particular regards to six target areas: Business Management; Enterprise Development; Energy & Environment; Innovation; ICT; and EU Funding & Programme Participation.

Overview of Main Responsibilities

The assigned Consultants within each of the six target areas will be primarily responsible for the following:

BUSINESS MANAGEMENT

- Assists in the development of business strategies and business plans, during the start-up stage and beyond, including human resource requirements and access to finance options.
- Assists in the design of general as well as sector targeted marketing development.
- Assists with business and technology improvement reviews in order to achieve a lower cost of business and thereby increase competitiveness.
- Assists in the identification and implementation of appropriate standards and quality marquee in order to achieve a higher level of standard and quality.
- Assists in the appropriate supporting work to obtain financing.
- Provides change management and implementation support.

ENTERPRISE DEVELOPMENT

- Assists in the design of general as well as sector targeted marketing development.
- Assists in the identification and implementation of the optimal logistical routes.
- Assists in the identification and development of export growth and international business opportunities.
- Assists in the identification of standards and international benchmarks required to penetrate the identified market.
- Assists in the setting up of clusters and networks in order to leverage economies of scale.
- Provides change management and implementation support.

ENERGY AND ENVIRONMENTAL AUDITS

- Reviews the existing energy and carbon footprint.
- Presents recommendations of how to reduce the cost of energy by the introduction of energy saving measures as well as renewable energy solutions.
- Presents recommendations on how to reduce the entity's carbon footprint and works to obtain the EMAS accreditation.
- Assists in the implementation of recommendations.

Closing date for submission of application: 1600 hrs of Wednesday 30th December 2009

INNOVATIONS

- Carries out an operations review of the organisation to determine process rationalisation and technology improvements to attain increased economy, efficiency and effectiveness.
- Designs a strategy to improve supply chain management including the potential e-integration of the entity under review with its main suppliers in order to reduce supply management costs.
- Undertakes gap analysis and benchmarking with local and foreign entities and presents recommendations.
- Provides change management and implementation support.

ICT

- Carries out an operations review of the organisation to determine process rationalisation and technology improvements to attain increased economy, efficiency and effectiveness, including the possible implementation of ERP and CRM systems.
- Provides advice on the most suited systems for the client vis-à-vis capacity and functionality.
- Designs an e-business strategy that seeks to target B2C and B2G interaction as well potential internet based commerce.

EU Programme Participation

- Assists in the identification of financing instrument opportunities.
- Designs applications for the identified financing instruments.
- Follows up on applications submitted.
- Assists in the administration and management of the financing instrument.
- Provides change management and implementation support.

General Duties

- Will provide mentorship to the client organisation.
- Will disseminate best practice methodologies and practices.
- Will assist in interaction with Malta Enterprise.
- Will assist in interaction with government entities.
- Will assist in interaction with financial institutions.
- Will calibrate as appropriate for the local environment assessment and diagnostic tools in the domain of Malta Enterprise or the said Consultant.
- Will assist in providing support on Malta Enterprise incentives and will provide feedback as appropriate to Malta Enterprise.
- Will assist where so appropriate in the setting up of clustering and networking environments.
- Attends briefings and meetings as requested.
- Prepares and presents reports and other documentation to senior management as necessary.

Skills

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

Technical and Specialised Knowledge directly related to the area of responsibility assigned

Tertiary qualification in the related business target sector.	Mandatory
Post-graduate degree in a related business target sector.	Mandatory
Knowledge of the business target sector.	Mandatory
Knowledge of applicable local and European Union legislation and regulations as appropriate.	Mandatory

Experience

Minimum 5 years experience in consultancy provision or senior management within the business target sector.	Mandatory
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