

Title:	HEAD - ECONOMIC & MARKET RESEARCH
Unit:	Economic & Market Research
Office:	Office of Experience Management & Development
Responsible to:	Chief Officer, Experience Management & Development

Overall Purpose of Position

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

Overview of Main Responsibilities

- Manages and provides leadership to the Economic & Market Research Unit.
- Draws up the Business Plan for the Economic & Market Research Unit.
- Develops a positive and team oriented culture for the Economic & 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.
- Provides the level of appropriate economic and market intelligence that allows Malta Enterprise to meet its business objectives more effectively.
- Works with Station Managers, Investment and Trade Promotion Managers 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.
- 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.
- 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 & 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 Chief Officer, Experience Management Development identifies and designs economic and market research projects to be undertaken by the Unit.
- 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.

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

- 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 executives.
- Prepares and presents management reports and other documentation to Senior Management as necessary.

Skills

Computer literacy.	High
Numeracy skills.	High
Report writing skills.	High
Communication and 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 people management and office procedures.	Mandatory
Knowledge of qualitative and quantitative research methodologies.	Mandatory

Experience

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

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