

Title:	PROJECT PLANNER
Unit:	Project Planning
Office:	Office of Project Management
Responsible to:	Senior Head, Project Management

Overall Purpose of Position

Responsible for managing and overseeing the entire process of project development, in accordance to the scope and level of detail designated by upper management. Activities include, but are not limited to, managing the planning phase of projects undertaken by Malta Enterprise, liaise with his subordinates (or the relevant stakeholders where appropriate) on issues relating to the project, ensure that the plan is comprehensive before giving authorisation for project initiation, provide guidance to Project Planning analysts and recommending actions to meet project objectives. He or she will also be accountable for the effective and efficient running of the day-to-day functions of the Project Planning Unit.

Overview of Main Responsibilities

- Provides leadership to and Manages the Project Planning Unit.
- Draws up the Business Plan for the Project Planning Unit.
- Participates in the formulation of the Key Performance Indicators and Targets for the Project Planning Unit.
- Ensures the smooth running of the Project Planning Unit, in line with Malta Enterprise business goals and objectives.
- Implements Malta Enterprise policies and procedures within the Project Planning Unit.
- Manages continuous improvement and change within the Project Planning Unit.
- Secures quality benchmarks and reviews to ensure excellence within the Project Planning 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.
- 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 Project Planning Unit.
- Ensures Malta Enterprise objectives can be achieved by recruiting and training suitable staff.
- Develops a positive and team oriented culture for the Project Planning Unit.
- Manages and ensures the effective running of the development phase of projects undertaken by Malta Enterprise.

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

- Provides input during the design and feasibility stages in order to ensure that outcomes can be maximised and that the plan facilitates the timely and effective delivery of a project.
- Defines the project scope and selects the appropriate methods for completing and financing the project.
- Identifies and lists the various tasks necessary to complete the work, establishes their durations and finalises them into a work breakdown structure.
- Establishes the resources necessary to achieve completion of a project and estimates costs allocated to each resource and activity, providing and presenting the total project cost.
- Ensures the appropriate balance between resource usage and project duration to comply with the project objectives set out initially.
- Liaises closely with other relevant stakeholders to ensure that all relevant factors are taken into account as project concepts are being developed.
- Ensures that all project factors are taken into account before given authorisation for the initiation of a project.
- Defines and implements any new or enhanced software tools and / or methodologies to assist with the Project Planning Unit's day-to-day functions.
- Attends project reviews with upper-level management and Project Managers.
- Provides advice and assistance in the resolution of project progress issues.
- Vets, verifies and presents project planning reports within the established time frames.
- Introduces best practice methodologies and, where relevant, accreditation in relation to project planning.
- Contributes to, and participates in management team initiatives.

Skills

Computer literacy.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Networking abilities and negotiation skills	High
Leadership.	High
Organisation and planning skills.	High
Set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High
Analytical, evaluative and problem-solving abilities.	High

Knowledge

Tertiary qualification in Engineering, Architecture, Civil Engineering, Management or equivalent.	Mandatory
Knowledge of project planning techniques and methodology.	Mandatory
Knowledge of applicable laws and regulations as they relate to project planning.	Mandatory

Experience

Minimum 4 years work experience in a similar environment.	Mandatory
Proven track record in planning projects.	Mandatory
Proven experience in managing a team.	Mandatory