

### JOB DESCRIPTION

<b>Department:</b>	Estates & Facilities
<b>Unit</b>	Facilities Management
<b>Position Title:</b>	Senior Executive III (Facilities Management)
<b>Reports to:</b>	Business Development
<b>Pay Grade:</b>	CLA 1 (Collective Agreement 2022 – 2026)

#### Job Summary

The Facilities Senior Executive III will be responsible for the management of all property departments that is leased to tenants. The incumbent shall perform regular monitoring of all industrial estates and other industrial property falling under the remit of INDIS Malta Ltd, with the aim of reporting and act on their state and continuous monitoring of their upkeep. The main duties are as below but are not limited to these tasks. Other general duties falling within the role may be assigned from time to time as may be required.

#### Accountability and Responsibilities

- Streamlines and enhances the day-to-day operations of various facilities, ensuring optimal functionality and efficiency in industrial spaces (Estates, Villages and Hubs), hangars, laboratories, and offices.
- Manages and oversees routine maintenance activities, including preventive maintenance programs, repairs, and facility upgrades, to ensure the longevity and reliability of infrastructure.
- Implements and promotes sustainable and green initiatives within facilities, incorporating environmentally friendly practices and technologies to create a more eco-conscious work environment.
- Develops and adheres to cost-effective strategies for facilities management, including budget planning, resource allocation, and vendor management, to optimize financial resources.
- Ensures that all facilities comply with health and safety regulations, conducting regular audits, and implementing measures to guarantee a safe working environment for tenants and visitors.
- Maximizes the utilization of available space in industrial estates, adapting layouts and configurations to meet the evolving needs of tenants and optimizing overall space efficiency.
- Collaborates with relevant stakeholders to plan and implement infrastructure improvements, expansions, and modifications based on industry trends, tenant requirements, and organizational objectives.
- Incorporates technology solutions for efficient facility management, such as facility management software, IoT devices, and data analytics, to enhance operational processes and decision-making.

- Develops and maintains emergency response plans, ensuring facilities are well-prepared for unforeseen events, and coordinates with relevant authorities to implement safety measures.
- Proactively engages with tenants to address concerns, gather feedback, and ensure high levels of tenant satisfaction, contributing to long-term tenant relationships and retention.
- Stays abreast of local and international regulations related to facility management, adjusting policies and practices to ensure compliance with legal standards.
- Works closely with tenants to understand their specific requirements, facilitating customization of industrial spaces to meet the unique needs of diverse industries and businesses.
- Identifies potential risks and vulnerabilities related to facility management and develops risk mitigation strategies to safeguard assets, operations, and the well-being of occupants.
- Establishes key performance indicators (KPIs) to measure the effectiveness of facilities management initiatives, regularly evaluating and adjusting strategies based on performance metrics.
- Implements energy-efficient practices and technologies to reduce operational costs and minimize the environmental impact of facilities, contributing to overall sustainability goals.
- Collaborate closely with the Property Management Unit and Technical Department, ensuring seamless coordination and communication between departments to achieve overall portfolio objectives.
- Provide guidance, mentorship, and support for subordinates, fostering their professional development and creating a cohesive and high-performing Facilities Management team.
- Collaborate with other units within INDIS, fostering a cross-functional approach that integrates facilities management into the broader organizational strategy.
- Align facilities management strategies with the overall goals and objectives of INDIS Malta Ltd., ensuring synergy with the organization's mission and vision.

### **Business Development**

- Prepares and updates the Business Development Unit's contribution to INDIS Business Plan and Budget, ensuring alignment with organizational goals.
- Identifies new business opportunities, markets, growth areas, and trends, contributing to the strategic development of business plans.
- Monitors and evaluates issues related to business operations, proposing initiatives to enhance the overall success of INDIS projects.
- Maintains a close working relationship with Malta Enterprise to explore joint or complementary activities that contribute to business development.
- Coordinates and proposes business opportunities for INDIS projects, aligning with the organization's growth objectives.
- Develops reports for the Chief Officer, identifying challenges, needs, and service gaps, recommending initiatives and policy amendments as required.
- Establishes and adjusts policies related to marketing and promotion, ensuring consistency with business development objectives.
- Provides advice and ongoing support to other INDIS units on marketing communications initiatives.

- Prepares and presents regular reports to INDIS Senior Management on business development progress.
- Attends briefings, meetings, and liaises with INDIS Senior Management and other units to ensure alignment of business development activities.
- Performs any other job-related duties as necessary or assigned by the Senior Head
- Adheres to all relevant regulations, policies, and procedures.

**Working Conditions:**

- Office based.
- Might be required to undertake evening or weekend work if necessary.
- Site visits both in Malta and Gozo is required.

**Required Skills & Abilities**

- Good analytical skills.
- Good research skills.
- Being well-organised and attention to detail.
- Strong communication and networking skills.
- Strong written and verbal skills with attention to detail.
- Ability to show initiative and commitment to expected results.

**Self Development**

- Keeps up to date with new trends, instruments, and methodologies in relation to the role that could potentially impact INDIS goals, objectives, and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.

**Qualifications and Experience**

The required candidate should have a solid background in facilities management, commerce or another related background that may be considered relevant for this post. The role calls for an academic qualification in a relevant field of study at National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level. The applicant should also possess a minimum of three (3) years working in a relevant area.

OR

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

**Disclaimer**

*This job description explains the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, or knowledge. This job description is subject to change by Management as needed.*

