

## INDIS Malta Job Description



<b>Position Title:</b>	<b>Professional Officer (Architect &amp; Civil Engineer)</b>
<b>Reports to:</b>	Chief Technical Officer and/or any other designated person
<b>Pay Grade:</b>	CA Grade 1
<b>Department:</b>	<b>Technical Department</b>

### Job Summary

The selected person will be responsible for planning, designing, and managing all architectural-related projects undertaken by INDIS Malta Ltd, from their inception till their completion, whilst ensuring that these meet all the relevant planning, environmental, Health and Safety and other regulations outlined by the organisation or by appropriate regulatory authorities. He or she, where so appropriate, will also coordinate and review the activities of the various project stakeholders to ensure that these are compliant with the established plans and designs. The selected person will ensure that all architectural works undertaken by INDIS Malta Ltd are carried out to the highest standards and within the relevant budgets, timescales and design, legal and environmental stipulations. The required candidate should have a solid background in architecture, structural engineering, construction, building restrictions, cost for material and labour or another related background which may be considered relevant for this post, as well as the Warrant to practice as *Perit*.

### Description of main tasks

#### Duties

- Assists the Chief Technical Officer (CTO) in the formulation, development and implementation of policies and procedures pertaining to architectural-related matters.
- Undertakes environmental impact, feasibility, and other related studies to assess the appropriateness of building / renovations projects envisioned by INDIS.
- Assesses, plans, designs, and administers building and renovation projects for INDIS, applying knowledge of design, construction procedures, zoning and building codes and building materials.
- Carries out regular site visits to check on progress of projects and ensures that these are running within the agreed budgets, timescales, and established criteria.
- Ensures that all structures / building and renovations work undertaken by INDIS follow the relevant local and EU Health and Safety regulations.
- Proactively identifies, communicates, mitigates, and resolves project / stakeholder-related issue.
- Ensures continuous and effective communication and coordination on projects between all disciplines and parties involved.
- Produces detailed technical drawings through which timing, materials, costings, and other factors essential to the project are established and planned. Prepares and presents design proposals / project layouts for review and approval.
- Prepares and presents technical documents that relate to permits and planning and development consent from the Planning Authority and other relevant bodies.
- Consults with the relevant stakeholders to determine the functional and spatial requirements of new structures or renovations undertaken by INDIS and prepares and presents information regarding design, specifications, materials, equipment, estimated costs, and construction time.
- Promotes the application of green technology and alternative technologies in order to building improve the energy performance of buildings as required by the relevant EU legislative framework.

## INDIS Malta Job Description



- Works closely with, and provides technical guidance to draughtspersons, surveyors and other relevant professionals, to ensure that building / renovation processes are compliant with the necessary standards and legal stipulations.
- Advises and participates in the preparation and evaluation of tenders and the preparation and certification of Bills of Quantities related to building / renovation projects within INDIS Ltd.
- Certifies payment vouchers for completed works and ensures that these are according to tender specifications and conditions.
- Manages within parameters as delegated contractual and payment variations.
- Advice and guides the CTO and other personnel within INDIS on architectural-related issues and concerns.
- Provides line management and supervision to staff assigned to his or her responsibility.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to Management as requested.
- Performs any other job-related duties as necessary or as assigned.

### **Consultation**

- Consults with the CTO and/or any other designated person in resolving issues and problems which are of a sensitive nature and/or of a strategic importance.
- Coordinates and communicates with relevant contractors, tenants, and other project stakeholders.
- Coordinates and communicates with internal and external stakeholders as necessary

### **Self-Improvement**

- Keeps up to date with latest regulations, related tools, and methodologies applicable to the role.
- Keeps up to date with all policies to construction and planning, and related areas.
- Keeps up to date with company policies and operating procedures which may come into force from time to time.

### **Supervision Received**

- Works under the direct supervision and guidance of the CTO and/or the project leader and/or any designated person as necessary related to the ongoing project/s or works.

### **Working Conditions**

- May be required to work outside office hours to meet deadlines.
- Will be required to undertake site visits and work in Malta and Gozo as necessary.
- May be assigned duties on more than one project/works simultaneously.

### **Qualifications Required**

- The role calls for an academic qualification in architectural and civil engineering at National Qualification Framework Level 6 or higher, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognised professional qualification at a comparable level.
- In possession of a Warrant to practice as *Perit* as regulated by the provisions of the Periti Act (Cap. 390 of the Laws of Malta).
- Have a good working knowledge of AutoCad and CAD.
- The applicant should also possess a minimum of three (3) years working in a technical and/or industrial environment area including building / renovation projects.

May 2022

## INDIS Malta Job Description



***Disclaimer:*** This job description defines 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, knowledge, etc. These are subject to change as needed by Management.