

**INDIS Malta Ltd.**  
**Job Description**



<b>Position Title:</b>	<b>Head Business Development</b>
<b>Reports to:</b>	Chief Officer - Property Allocation
<b>Pay Grade:</b>	IRU Grade 4
<b>Unit:</b>	<b>Business Development Unit</b>

**Job Summary**

The person is responsible for the Business Development Unit in accordance with INDIS Malta Ltd. strategic objectives. The Head is accountable to the Chief Officer - Property Allocation for the purpose of managing, controlling, and co-ordinating the resources and operations of the Unit, comprising the business development and strategic vision for industrial projects and parks. The Head - Business Development will ensure the successful delivery of the business's outcomes through the strategic development of business plans.

**Description of main tasks**

**Duties**

- Prepares and annually updates the Business Development Unit's contribution to INDIS Business Plan and Budget.
- Develops strategic work plans, standards, procedures, and schedules among the staff of the Unit to ensure quality, timeliness and measurable results in relation to planned business objectives.
- Plans and develops Unit's initiatives required for undertaking business operations.
- Promote the INDIS services addressing or predicting tenants' objectives.
- Identify new business opportunities - including new markets, growth areas, trends, customers, products and services.
- Monitors and evaluates all issues pertaining to Unit's business operations.
- Provides guidance and support to the employees assigned to support the operations of the Unit and monitors and appraises on a regular basis their performance.
- Establishes and adjusts as necessary, a policy framework for the variety of initiatives in which business development operations are developed and undertaken.
- Identifies and targets opportunities by researching industry and coordinating and proposed business opportunities for INDIS projects.
- Maintains a close working relationship with Malta Enterprise to facilitate joint or complementary activities.
- Ensures the development and dissemination of business development information.
- Develops reports for the Chief Officer, identifying issues, problems, needs and service gaps and recommends initiatives and amendments to policies and programmes, as required.

# INDIS Malta Ltd.

## Job Description



- Establishes and adjusts as necessary, policies with respect to marketing and promotion.
- Provides advice and ongoing support to the other INDIS Units on any marketing communications initiatives as necessary.
- Prepares and presents regular reports and other documentation to INDIS Senior Management as requested.
- Attends briefings and meetings as necessary.
- Liaises and works closely with INDIS Senior Management and/or other Units within INDIS with regards to the above tasks.
- Performs any other job-related duties as necessary or as assigned by the Chief Officer – Property Allocations that may be required from time to time.

### Consultation

- Consults with the Chief Officer – Property Allocations in resolving issues and problems which are of strategic importance.
- Coordinates and communicates with other Chief Officers and/or senior personnel within INDIS to ensure best use of shared resources.
- Coordinates and communicates with external stakeholders as appropriate.

### Self-Improvement

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

### Supervision Received

- Direct supervision and guidance from Chief Officer – Property Allocations, and/or his designated person as necessary.

### Working Conditions

- A flexible approach to work is required as there may be occasions when it is necessary to work additional hours, or outside office hours as dictated by the workload, and/or in crisis situations and/or to meet deadlines.
- On-site visits are also required.

### Competencies

- Proven experience in the field of business development and marketing.
- A demonstrated track record of being goal and achievement oriented.
- Proven ability, demonstrated through experience, to effectively manage staff resources.
- Ability to mentor others in business development policies and techniques.
- Excellent negotiation and consultative skills.
- Skill in conducting business meetings.

**INDIS Malta Ltd.**  
**Job Description**



- Ability to obtain, develop, organise, and evaluate information to arrive at sound, supportable and independent conclusions.
- Ability to use mature judgement in dealing with problems which could arise.
- High level of interpersonal and written and oral communication skills.

**Qualifications**

The required candidate should have a solid background in Business Administration, Business Development, Business Management, or another related background which 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 recognised professional qualification at a comparable level.

The applicant should also possess a minimum of five (5) years working in a relevant area.

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.