

POSITION PROFILE

Position Framework

Position Title: Manager (Corporate Strategy)
Vacancy Ref: HR/11/09
Area of Activity: Corporate Strategy

Position Content

Overall Purpose:

Reports to the Head/Senior Manager (Finance & Corporate Strategy) and is responsible for the corporate strategy and human resources function of the Bank.

Functions and Duties:

- Assists the Head/Senior Manager (Finance and Corporate Strategy) in defining the Bank's corporate strategy, carrying out any research and providing technical expertise in the support of this function;
- Assists the Head/Senior Manager (Finance & Corporate Strategy) to co-ordinate and prepare the Bank's Budget and Business Plan, ensuring that the Bank's qualitative and quantitative objectives are cascaded downwards to the respective unit and staff members;
- Analyses the Bank's performance on an ongoing basis and identifies areas for improvement, monitoring and evaluating the performance of each unit and reporting and investigating any variances arising from the established targets;
- Analyses the Bank's marketing strategy on an ongoing basis, ensuring that the marketing plan is being implemented, monitoring and evaluating the effectiveness of the marketing function;
- Develops new reports and systems to evaluate the Bank's units/branches performance and maintains statistical databases to assist the Executives in evaluating and monitoring the performance of the Bank's units/branches and staff members. To further carry out benchmarking exercises as may be required;

- Manages the human resources function, including human resources planning, performance management, labour and employment relations including personnel administration;
- Deploys staff effectively by understanding the competencies and skills required, defining targets and objectives and supporting staff development through 'on-the job' and formal training opportunities;
- Sits on committees and attends meetings organized by the Central Bank of Malta, Malta Financial Services Authority, Malta Bankers' Association, Malta Stock Exchange and others as directed by the Head (Finance & Corporate Strategy);
- Submits reports on the Bank's activity that may be requested by the Bank's management, the Regulator or other Competent Authorities from time-to-time, as directed by the Head/Senior Manager (Finance & Corporate Strategy);
- Assists the Head/Senior Manager (Finance & Corporate Strategy) in monitoring the implementation of recommendations stemming from the Regulator's inspection reports, internal auditor's reports and external auditors' management letters and provides the necessary feedback to the Head/Senior Manager (Finance & Corporate Strategy);
- Manages any projects or activities as may be directed by the Head (Finance & Corporate Strategy) from time to time.

Deadline for Application

31st January 2010