



Job Description

JOB TITLE	Senior Infrastructure Projects Officer
LEVEL/BAND	MM22
DEPARTMENT	Support
DIRECT REPORT (JOB TITLE)	Premises and Programme Manager

Overall Purpose of the Position

Responsible for providing administrative and technical support necessary in completing a project by assisting the Project Manager in handling administrative functions including office support duties and day to day on site project management necessary for the activities in order to expedite project completion.

Operational Responsibilities

- To provide technical assistance to the Project Manager to ensure that projects reach the quality standard required, meet the deadlines as outlined in the Plan and within the budget allocated.
- Liaise closely with architects, engineers, designers, contractors and in-house teams to assure the optimum delivery and operational efficiency and quality of finishes, building systems, plant and equipment installed during projects.
- To carry out set procedures in issuing of statutory and other permits as may be required from time to time.
- Working with the Unit Manager in Interpreting the technical information in relation to contractual and other legal documentation to always ensuring compliance with contractual and other obligations.
- Ensuring work is carried out in line with relevant legislation and quality standards that meet specified requirements.
- Keep track of issues (for example non-compliance with regulations) and make sure that recommendations and/or instructions by Unit Manager are observed.
- Attend hand-over sessions after end of project life cycle and verify documents are handed over as specified in the tender document.
- Carrying out a range of activities to ensure they are effectively maintained to a high standard and health, safety and environmental issues are addressed.
- To assist in ensuring that the appropriate resources are in place and well deployed, thus ascertaining that the Project deliverables are met within the established timeframes and budget.
- Overseeing and supervising the installation of M&Es and Finishes during a project life-cycle.

- To be flexible and to take account of changing circumstances around the project.
- To submit any reports and/or supervise any projects and activities as may be directed from time to time.
- Participate as necessary in the handover of infrastructural systems.
- To work within the Bank's compliance policies, guidelines and underlying procedures at all times.
- To assist his superior in the preparation of the unit's business plan and underlying budgets.
- To ensure a high quality/standard of work and service throughout.
- To perform standard office tasks including processing mail, answering phone calls, issue of monthly reports and minutes taking during Project Board meetings.
- Working with detailed diagrams, plans and drawings.
- Using specialist computer-aided design (CAD) software and other resources to design the systems required for the works to be undertaken.
- Assure that statutory permits/applications are obtained and maintained from respective authorities such as Planning Authority, ARMS, Enemalta, Water Services Corporation, Police and others in relation to operational matters.
- Questions the status quo and acts as a change agent.
- To perform any other duties that may be reasonably assigned.

General Responsibilities

- To assist in the management of the Support Department's functions and budgets and providing assistance in the preparation and compilation of the Unit's business plan and budgets;
- To actively interface with the Support Manager and Head of Support including the other personnel within the Support Division to ensure robust, smooth and efficient processes are in place relating to the Support functions.
- To Lead, inspire and coach staff members within his/her deploy to achieve their targets while supporting their professional and personal development.
- To deploy staff members under his/her responsibility efficiently and effectively in consultation with the Support Manager/Head of Support.
- To assist the Support Manager in the appraisal of the performance of staff members within his / her deploy.
- To provide overall support to management projects and participates in the development of policies and procedures, including the setting up and active involvement of the necessary working groups.
- To provide the necessary assistance as instructed by the Head of Support / Support Manager to the other Managers within the Support Department in day-to-day operational activities, in particular with the processing of the Support Department's purchase and payment orders to the Bank's suppliers.
- To perform any other duties that may be assigned and / or delegated from time-to-time by the Support Manager and the Head of Support.
- To work collaboratively with other APS Bank's departments and functions as may be required from time to time.
- To attend any training as required by the Bank from time-to-time.
- To attend any meetings when requested and take the necessary minutes.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Self-motivated, works unsupervised, able to prioritize assignments and can work independently.</p> <p>Able to manage architects, engineers and contractors for the delivery of work.</p> <p>Manage teams of people effectively and efficiently.</p> <p>Write concise technical reports for management consumption.</p> <p>Able to cost jobs and evaluated tenders.</p> <p>Evaluate infrastructure, plant and equipment.</p> <p>Design and manage maintenance programmes.</p> <p>Able to use Computer Aided Design and Project Management software at an average user level.</p>	<p>A minimum of 5 years' hands on post-qualification experience in relevant fields, of which, minimum 3 years at supervisory level in a technical or project management environment is ideally required.</p> <p>Knowledge of ACAD and MS Project at an average level.</p> <p>Building Services engineering expertise and competent in mechanical, electrical and electronics issues design, diagnosis and resolution.</p> <p>Knowledge of building, health and safety, services and other related legislation.</p> <p>Design test-to-fit drawings, assisting decision makers during evaluation of properties.</p>	<p>Higher Diploma at NVQ Level 4 or higher in either of Project Management, Building Studies, Building Services, Engineering, Electrical/Electronics Engineering, Mechanical Engineering.</p>

	<p>Be able to evaluate situation, take decisions or suggest solutions on which decision are taken and implement fast and effectively.</p>		
DESIRABLE			