


JOB DESCRIPTION		
Designation:	Senior Executive (Commercial)	
Department:	Commercial	
Responsible to:	Divisional Manager (Commercial)	
Basic Functions	Commercial, Regulatory, EU Affairs, Contracts Management	

1. Functions

The role will require a combination of strong technical solution, commercial skills and business development skills whilst also focusing on the regulatory aspects of the Company's operations and future markets. The Senior Executive (Commercial) will be responsible to engage in the commercial, financing and regulatory aspects of the projects and day to day activities entrusted to the company including applications for EU/national funds, equity/debt financing, EU & Regulatory Affairs and will be part of the team acting as the Company's interface with the EU Commission, the Maltese and Italian Regulators, Competent Authorities, and stakeholders.

The Senior Executive (Commercial) shall be responsible to:

- Liaise with his/her superiors, subordinates and external parties to ensure proper communication within the Department.
- Assist the preparation of the business plans and CBA for the company's projects.
- Monitor policy developments within the European institutions and identifying issues of concern for the Company.
- Apply for EU funds and keep national entities and EU institutions constantly informed about the project developments.
- Draft and review policy proposals, positions, paper, and Presidency Memoranda that may be required from time to time.

2. Other Requirements

The Senior Executive (Commercial) will be expected to:

- Assist the CEO, Divisional Managers, Managers, or other parties as required.
- Plan and implement a robust new business process across the organisation aligned to the Company's assigned tasks.
- Plan, negotiate and represent the Company in meetings with DSOs, TSOs, Shippers, potential clients, NRAs and stakeholders.
- Identify new commercial opportunities and developing benefits packages.
- Coordinate the preparation of Investment Request including Cross Border Cost Allocation process, Business Plans and Tariff/revenue methodologies.

- Review and evaluate, from a financial perspective, potential projects under the Company's scrutiny.
- Provide reports and other information that may be required from time-to-time.
- Coordinate and lead teams of professionals, NRAs and policy makers to the setting up, implementation and operation of electricity transmission network codes including auctioning of transmission capacity.
- Manage Public Service Obligations and Entrustment Deeds.
- Assist in the setting of the respective organizational & departmental budgets.
- Ensure that statistical data and projections are accurate and relevant, and that any identified trends in data are duly analysed, interpreted, and reported to senior management together with recommendations for any remedial action required.
- Formulate and update policies, processes and procedures of a commercial, and EU/direct funding nature or as directed from the CEO.
- Represent the company in official functions.
- Conduct in-depth analyses, such as analysis of the cost-risk trade-offs of different debt financing strategies and formulating informed recommendations.
- Establish clear targets for staff under his/her responsibility, within the context of the Company's targets and in collaboration with senior management and colleagues.
- Analyse and interpret relevant laws, procedures and regulations that impact the Company including state aid provisions.
- Relate and liaise with other external organisations.
- Relate and liaise with other Departments and/or Sections within the Company.
- Carry out any other duty assigned by the CEO / Divisional Managers/Managers as required from time to time.
- Prepare and provide reports and other information that may be required from time-to-time.
- Liaise with the auditors during the audit of the accounts and EU grant audits.
- Ensure that statistical data and projections are accurate and relevant, and that any identified trends in data are duly analysed, interpreted and reported to senior management together with recommendations for any remedial action required.
- Compile publications and reports, which may stem from internal, national or international requirements.
- Represent the Company in meetings and conferences, both locally and abroad and participating in working groups.
- Ensure that legislation, regulation, policies, and internal control procedures are adhered, and that monitoring is properly implemented. This also includes working with senior management to ensure adequate risk assessment and risk management processes as well as contingency plans to deal with emergencies.
- Manage and/or sets up the drafting of application forms for the tapping of EU Funds, as directed by the CEO, Director Programme Implementation and the respective applicant.
- Prepare progress reports and any other projects related reports as required to fulfil the grant agreement requirements.

- Perform promotional activities and produce information materials in line with EU Grant Requirements.
- Conduct desk-based checks on EU payments and process such payments through the Management Information System.
- Ensure that replies to all type of internal and external communication are delivered as determined by the Company in a timely manner.
- Is ready to travel according to working exigencies.
- Ensure high quality and standard of work and service throughout as specified in the Company's policies.
- Ensure collaboration and dialogue with colleagues and other professionals within the Company and with other external entities and authorities for the effective and efficient execution of duties.
- Is able to work under pressure and only in exceptional emergency cases will be required to work hours after the normal working time but within the legal limits.
- Demonstrate self-confidence and ability to work independently or as a member of a team.
- Participate as an effective member of teams and have the ability to supervise staff.
- Persist to pursue recurring problems relentlessly until a solution is found.
- Be actively involved and lead in the planning, application, administrative and financial reporting exercises of the CEF, RepowerEU and ERDF Programmes and any other funding programmes both national and at international level.
- Complete other duties assigned by the management to reach the Company's aims.
- Perform, assist, and monitor procurement within the Company and perform the compilation of request for quotations, tender documents and act as evaluator, together with any other related duties in line with Public Procurement Regulations.
- Coordinate, implement, and monitor plans and objectives relating to the resources falling under his/her responsibility.
- Co-ordinate the operations of the functions falling under his/her supervision.
- Achieve Key Performance Indicators (KPIs) and objectives setup by the Company.

3. Training and Self Improvement

The Senior Executive (Commercial) is expected to:

- Keep abreast with developments in the area to which he/she is assigned.
- Keep abreast with quantitative research methods.
- Keep abreast on project management methodology.
- Keep up to date with the knowledge of EU Gas, electricity and renewable energy regulations, Local Laws, Technical Standards and work practice through self-taught and refresher courses.
- Keep up-to-date with all equipment as well as technology advances.
- Expected to demonstrate excellence on a continuing basis.

- May be assigned to train in other sections/positions according to his/her grade as per the exigency of the Company.
- Suggest areas for further training to improve one's performance and that of the Company.
- Possess Good communication skills, both verbally and in writing

4. Organisational Relationships

Structural

- Answerable to the Manager (Commercial & RA), Divisional Manager (Commercial) and CEO as required.
- Executes the activities of the section/s. Interact with other sections, entities and authorities outside the organisation as required.

Authority

- The Senior Executive (Commercial) has the authority to take any reasonable action consistent with his/her position objectives and responsibilities and subject to any direction given by the CEO or his/her immediate superior.

5. Qualifications

The Senior Executive (Commercial) must be in possession of a level 6 qualification or equivalent or higher in accounting; or finance; or management; or engineering; or European Studies; or any other related area.

6. Experience

Possess two years post graduate experience in accounting; or finance; or management; or engineering; or European Studies; or any other related area.

7. Knowledge

Due consideration shall be given to applicants who possess working knowledge of:

Cost Benefit Analysis
Business Plans
Network Codes
EU Energy Regulations and Policy

EU funded projects
Maltese regulations related to energy