

Anness A



Ministeru	<i>Ministeru għall-Arti, Kultura u Wirt Nazzjonali</i>
L-impjieg	<i>Chief Architect and Civil Engineer</i>

MINISTERU GĦALL-ARTI, KULTURA U WIRT NAZZJONALI
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Jassisti lid- Direttur fl-immaniġġjar, il- koordinazzjoni, u d-direzzjoni teknika tal-ħaddiema ta' sengħa tradizzjonali, kif ukoll ħaddiema tekniċi, b' mod partikolari fuq xogħolijiet ta' riabilitazzjoni/restawr u preservazzjoni li jitwettqu mill-impjegati tad-Dipartiment.
- ii. Jippjana, jistabbilixxi l-prijoritajiet, jorganizza u jħares ix-xogħol assenjat lill- ħaddiema tekniċi interni tad- Dipartiment, filwaqt li jiżgura li n-nies, il-ħiliet, il-materjali, l-għodod u r-riżorsi tas-sit jiġu allokat i b' mod effiċjenti u skont il-prijoritajiet tad- Dipartiment.
- iii. Jipprovdi direzzjoni teknika lill-imgħallma, uffiċjali tekniċi, ħaddiema tas-sengħa fil-qasam tal-wirt kulturali u ħaddiema tas-sengħa u jiżgura li x-xogħolijiet jitwettqu skont il-metodoloġiji ta' restawr approvati, prinċipji ta' konservazzjoni, dikjarazzjonijiet tal- metodu u standards meħtieġa tal-kwalità tax-xogħol.
- iv. Jikkordina sew mal-periti inkarigati, mal- konservaturi-restawraturi li għandhom il-liċenzja, mal-imgħallma, mal-uffiċjali tekniċi u mal-ħaddiema operattivi biex jiżgura li x-xogħolijiet jiġu ppjanati, sorveljati, dokumentati u mwettqa kif suppost, skont l-istandards meħtieġa ta' kwalità. .
- v. Jidentifika l-ħtiġijiet ta' taħriġ, mentoring u żvilupp tal-ħiliet fost il-ħaddiema tekniċi u dawk speċjalizzati fil-qasam tal-wirt kulturali, u jappoġġja miżuri mmirati biex isahhu l-kapaċità interna tad-Dipartiment fix-xogħol ta' restawr.
- vi. Jiżgura li kwistjonijiet tekniċi, u ta' konservazzjoni, riskji relatati mas-sit jew limitazzjonijiet fir-riżorsi li jinqalgħu waqt l-eżekuzzjoni tax-xogħolijiet jiġu vvalutati u indirizzati fil-pront, jew inkella mgħoddija lill-livell maniġerjali xieraq.
- vii. Jikkontribwixxi għall-iżvilupp u t-titjib ta' proċeduri standard operattivi , Prattiki tax-xogħol tekniċi, sistemi ta' kontroll tal-kwalità u mekkanizmi ta' rappurtar għax-xogħol imwettaq mill- ħaddiema tad-Dipartiment.
- viii. Jiżgura li x-xogħolijiet imwettqa mill-ħaddiema tad-Dipartiment ikunu sostnuti minn rekords xierqa, inklużi aġġornamenti dwar il-progress, dokumentazzjoni fotografika, noti tekniċi, pjanti tal-interventi mwettqa u rekords oħra rilevanti tad- Dipartiment.
- ix. Jippromwovi koordinazzjoni effettiva bejn il-ħaddiema professjonali, tekniki, amministrattivi u tas-sengħa biex tiġi żgurata l-kontinwità bejn l-ippjanar tal-proġett, l-eżekuzzjoni fuq il-post, il-monitoraġġ, id-dokumentazzjoni u r-rappurtar.

- x. Jirrappreżenta lid-Dipartiment skont il-bżonn f'diskussjonijiet tekniċi mal-Kunsilli Lokali, id-Dipartimenti tal-Gvern, l-entitajiet pubbliċi u partijiet interessati oħra b'rabta max-xogħlijiet imwettqa mill-ħaddiema tekniċi tad- Dipartiment.
- xi. Jassumi rwol ewlieni manġerjali u professjonali fit-tnejja u l-implimentazzjoni ta' proġetti kbar ta' restawr/riabilitazzjoni tad-Dipartiment tar-Restawr u l- Preservazzjoni;
- xii. Jwettaq dmirijiet oħra skont kif mitlub mid-Direttur (Proġetti) fid-Dipartiment tar-Restawr u l-Preservazzjoni u/jew ir-rappreżentant tiegħu;
- xiii. Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR ARTS, CULTURE AND NATIONAL HERITAGE

230, CASA GASPE, REPUBLIC STREET,
VALLETTA, MALTA

Ministry	<i>Ministry for Arts, Culture and National Heritage</i>
Job title	<i>Chief Architect and Civil Engineer</i>

Duties and responsibilities

- i. Assists the Director in the management, coordination and technical direction of the Department's heritage-skilled, technical and trade workforce, particularly in relation to restoration, rehabilitation and preservation works carried out directly by Departmental personnel.
- ii. Plans, prioritises, organises and monitors works assigned to the Department's in-house technical workforce, ensuring that personnel, skills, materials, tools and site resources are deployed efficiently and in accordance with Departmental priorities.
- iii. Provides technical direction to operations managers, technical officers, heritage-skilled personnel and trade staff, and ensures that works are carried out in line with approved restoration methodologies, conservation principles, method statements and workmanship standards.
- iv. Coordinates closely with architects in charge, warranted conservator-restorers, operations managers, technical officers and operations personnel to ensure that works are properly planned, supervised, documented and delivered to the required quality standards.
- v. Identifies training, mentoring and skills-development needs within the heritage-skilled and technical workforce, and supports measures aimed at strengthening the Department's internal restoration capacity.
- vi. Ensures that technical issues, conservation concerns, site risks or resource constraints arising during the execution of works are promptly assessed, addressed or escalated to the appropriate managerial level.
- vii. Contributes to the development and improvement of standard operating procedures, technical work practices, quality-control systems and reporting mechanisms for works carried out by the Department's workforce.
- viii. Ensures that works undertaken by the Department's workforce are supported by proper records, including progress updates, photographic documentation, technical notes, intervention mapping and other relevant Departmental records.
- ix. Promotes effective coordination between professional, technical, administrative and trade personnel to ensure continuity between project planning, site execution, monitoring, documentation and reporting.

- x. Represents the Department, as required, in technical discussions with Local Councils, Government Departments, public entities and other stakeholders in relation to works carried out by the Department's technical workforce.
- xi. Takes a leading management and professional role in the preparation and execution of major restoration/rehabilitation projects of the Restoration and Preservation Department;
- xii. Performing other duties as may be deemed appropriate by the Director (Projects) within the Restoration and Preservation Department and/or his representative;
- xiii. Any other duties as directed by the Principal Permanent Secretary.