

JOB DESCRIPTION
THE BERMUDA ECONOMIC DEVELOPMENT CORPORATION

IDENTIFYING INFORMATION	POST CERTIFICATION
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Ministry	Cabinet Office	SIGNATURES/DATE	PRINT NAME
Agency	Bermuda Economic Development Corporation	Prepared by Agency Head	Mrs. Erica R. Smith
Section	Economic and Cooperative Development	Agreed by Postholder	
Post Title	Project Management Officer	Agreed by Unit Head	Mr. William Spriggs
Present Grade	PS 29		
POST STATUS		POST TRANSFER (if applicable)	
New Post	<input checked="" type="checkbox"/> Revised Post	N/A	Previous Title
			N/A

Main Duties:			
1.0	Development, Implementation and Management of ECD Projects	50%	
2.0	Economic and Cooperative Development Advisory Services	15%	
3.0	Policy Development Support	15%	
4.0	Management and Supervision Support	10%	
5.0	Special Tasks and Associated Duties	10%	

Supervisory Responsibilities:
Occasional supervisory responsibilities overseeing any trainees, student Interns, temporary, or junior staff.

Job Summary:
The Project Management Officer (PMO) works under the direction of the Director of Economic and Cooperative Development (DECD) and in accordance with the Bermuda Economic Development Corporation Act 1980, and the Bermuda Economic Development Corporation's (BEDC) policies and procedures.

The PMO is responsible for leading the development, population, and use of the Economic and Cooperative Development (ECD) Unit's project management software for the best organising, tracking, development, and execution of the ECD Unit's projects and programmes, inclusive of but not limited to:

- 1. Cooperative and Business Development Financing**
 - i. BEDC direct micro loans and grants
 - ii. Loan client management/follow-up
 - iii. Special development loan/grant products
 - iv. Targeted sector funding schemes
 - v. Loan guarantees
 - vi. Expanded loan programme
- 2. Business Concession/Incentive Programmes**
 - i. Customs duty letters of credit
 - ii. Customs duty deferment
- 3. Cooperative Education and Public Relations**
 - i. Workshops/seminars
 - ii. Events organisation/facilitation
 - iii. Multimedia strategy development/marketing/stakeholder engagement
 - iv. Success measurement/data analysis
- 4. Priority Projects and Programmes**
 - i. Fisheries development center
 - ii. Cooperative legislation
 - iii. Underutilised commercial kitchens for community usage programme
 - iv. EEZ commercial building purchase scheme
 - v. Cooperative incubators/accelerators

The PMO undertakes associated duties, as requested by the Executive Director (ED) or the Director of Economic and Cooperative Development (DECD).

Educational Requirements: The postholder who possesses an undergraduate degree in accounting, finance, business, and project management, or other related discipline.

Experience Required: A minimum of three (3) years relevant experience is required for the post, preferably in a variety of business industries/sectors, local government, or a regional organisation.

The Postholder must have demonstrated analytical, project management, communication, and problem-solving skills at an advanced level. Overall background and demonstrated capacities for effective communications, project development, and proven accomplishment and performance in the above-mentioned responsibilities.

The Postholder must possess excellent interpersonal skills to collaboratively work with a team of professional/technical directors and officers. Must be capable of operating well in a computerized environment. High degree of proficiency in Microsoft Office suite of programmes and database applications would be an asset.

Additional Information: The Postholder must have strong research, analytical, technological, communication, and organisational skills. The Postholder must have strong financial acumen and the ability to communicate technical data and analyses succinctly and clearly. Knowledge of commercial practices and industries in Bermuda is welcome.

The Postholder must:

- be capable of managing confidential documents and information with a great deal of sensitivity;
- have strong verbal and written communication skills and a high level of computing proficiency;
- have strong inter-personal skills and be capable of working effectively and efficiently with clients of diverse backgrounds and needs;
- demonstrate the ability to effectively manage multiple assignments within set time parameters;
- be capable of working independently; must be self-starter, and be both a thinker and a doer;
- be able communicate and work effectively with governmental and community leaders in planning, developing, and implementing special projects and solving problems; and
- possess the ability to stimulate creative and innovative solutions to business problems.

1.0 DEVELOPMENT, IMPLEMENTATION, AND MANAGEMENT OF ECD PROJECTS

- 1.1 Supports the organising, planning, and implementation of projects using project management software, Request for Proposals (RFP), Memorandums of Understanding, or Tender Documents. Specific key projects outlined in Appendix A.
- 1.2 Assists the DECD with developing and implementing methods to ensure the efficient delivery of innovative programs and initiatives which stimulate business expansion.
- 1.3 Manages and communicates project plans to stakeholders and committees ensuring appropriate allocation of resources including project staff, budgets, and timelines.
- 1.4 Supports the project team.
- 1.5 Uses appropriate technology tools to track key deliverables and to develop and implement remedial action plans as required.
- 1.6 Compiles data and assesses ECD Unit's progress in achieving its mandate, prepares report of findings for submission to the DECD and ED.
- 1.7 Conducts project postmortem review to evaluate actual performance against define project goals and established success criteria and presents to the ECD Unit and others as required.
- 1.8 Provides analytically supported recommendations to DECD for inclusion in meetings, briefing notes, papers, annual reports, and other correspondence.
- 1.9 Consistently organizes, arranges, and summarizes data in the most appropriate manner to ensure understanding for audiences with varying levels of technical knowledge and awareness
- 1.10 Provides regular updates to relevant internal and external stakeholders through preparation of status progress reports, project review meetings and other communication methods.
- 1.11 Supports the implementation of the communication strategy to establish and maintain public awareness of the ECD Unit's work as required.

2.0 ECONOMIC AND COOPERATIVE DEVELOPMENT ADVISORY SERVICES

- 2.1. Supports clients with the creation and use of economic development tools and strategies.
- 2.2. Assists with the provision technical advice and guidance regarding ECD Unit operations.
- 2.3. Assists with developing and communicating principles and practices to guide the creation and operation of cooperatives in Bermuda.
- 2.4. Identifies and investigates, as requested, marketplace opportunities to add value to the Corporation's and the ECD Unit's products and services.
- 2.5. Assists with creating proposals to develop training programs designed to meet the needs of the ECD Unit's clients.
- 2.6. Supports and facilitates ECD Unit incubators and accelerators.

3.0 POLICY DEVELOPMENT SUPPORT

- 3.1. Assists the Director of Economic and Cooperative Development to provide monthly, quarterly, and year-end analyses and reports of ECD Unit's work.
- 3.2. Assists with the development, implementation, and monitoring of new programmes and project initiatives particularly those related to economic development.
- 3.3. Assists with conducting relevant research and engaging consultations with key stakeholders to obtain and analyse data to support the drafting of Cabinet and position papers (White and Green Papers) for the Director's and Executive Director's approval.

4.0 MANAGEMENT AND SUPERVISION SUPPORT

- 4.1. Participates and chairs in rotation in ECD Unit and BEDC meetings as required.
- 4.2. Assists with orientation, training and managing the performance of student interns, junior and temporary staff as required.
- 4.3. Provides professional support in the preparation for meetings, including preparing briefing notes, papers, and reports to ensure decisions are implemented.

5.0 SPECIAL TASKS AND ASSOCIATED DUTIES

- 5.1. Undertakes, on the instruction of the ECD Director and/or the Executive Director, any special tasks or projects relating to the work of the BEDC.

APPENDIX A – SPECIFIC KEY PROJECTS

1.1 Key Project 1: Complete ASANA Project Management Software Online Tutorials and Hands-On Training to Become Competent for General Usage within 3 Weeks.

- 1.1.1 Conduct weekly training and team learning sessions with ECD Unit team members as well as any other BEDC team members that desire to participate.

1.2 Key Project 2: Complete Fisheries Development Center (FDC) Committee Work Scope/Action Items Setup in ASANA, inclusive of but not limited to the following.

- 1.2.1 Attend FDC meetings to best understand and add value to achievement of FDC goals and objectives.
- 1.2.2 Plan and execute setup of all FDC project goals, objectives, action items, human resources, time measures and cost requirements within ASANA. The latter will represent the digital project plan by which actual performance will be measured.
- 1.2.3 Continuously adjust the three variables of people, time, and cost to ensure the project and its sub parts stay on track for best achievement.
- 1.2.4 Present any project plan versus actual changes to committee members at meetings and/or online for any project plan/execution corrections.
- 1.2.5 Create, adapt and design FDC ASANA project plan communications to committee members for best understanding of ASANA works as well as current and future actions critical for project success.
- 1.2.6 Create, redesign if necessary and post all existing business plan supporting docs, research information and supporting communications within the FDC ASANA project plan to enable all users easy access to the high- and low-level information.
- 1.2.7 Support the updating of the FDC business plan as needed for summary and/or full dissemination.
- 1.2.8 Develop power-point, Prezi, and infographic presentations for diverse audiences.
- 1.2.9 Liaise with the BEDC marketing and communications department as needed to confirm FDC public relations and collateral material.
- 1.2.10 Work with members of Fishermen’s Association Bermuda (FAB) to identify the subject areas to further research (if needed) to provide:
 - a) **Resaleable discards related products to the right customers at the right price.**
 - i. Assess all equipment needed.
 - ii. Draft cost benefit analysis for committee decision making and business plan inclusion.
 - b) **Solar Power Analysis Cost / Benefit Analysis.**

In conjunction with committee members, draft a high-level solar power work scope in line with fitting out the proposed FDC, inclusive of:

 - i. Base dimensioned footprint, facility, and equipment power needs.
 - ii. Request for all capital costs, installation and expected ROI over x years.
 - iii. Request for monthly power expenditure and any return to grid/seasonality considerations.
 - iv. Analysis of current Bermuda Government TCD power agreement (<https://www.royalgazette.com/environment/news/article/20210618/solar-panel-plans-for-tcd-roof/>).
 - v. Dialogue with Bermuda Government project manager to determine the way forward to best achieve work objectives.
 - vi. Draft cost benefit analysis for committee decision making and business plan inclusion.
 - vii. Identify 3-5 capable solar power service providers to bid on project.
 - viii. Analysis/creation of an evaluation matrix to confirm best service provision for the FDC i.e., capital cost, ROI, guarantees, phasing, local service provision.

1.3 Key Project 3: Commercial Kitchen for Community Usage Programme

- 1.3.1 Organize the current program’s successes for promotion on BEDC’s website.
- 1.3.2 Support the development and management of all contracted commercial kitchens and interested community users/tenants to ensure success on all fronts.
- 1.3.3 Conduct virtual meetings as necessary to achieve program goals.
- 1.3.4 Support the confirmation of new kitchens and tenants to grow the program.