



BUILDING & CONSTRUCTION
AUTHORITY

Position Title:	Senior Head
Reports to:	CO Legal, Policy and Research
Job Summary	
IT	
Detailed Description of main tasks	
<p>Duties</p> <ul style="list-style-type: none"> • Establishes IT goals and timelines for projects based on Corporate/Authority Strategies. • Oversees implementation and integration of computer systems. • Manages IT staff and makes sure internal and external user needs are being met. • Ensures security of all information and computer systems and digital data. Prepares the budget for Unit as directed by the CO responsible for IT. • Sets comprehensive goals for performance and growth of his direct reports. • Contributes towards implementing an effective procurement and tendering process in line with established procedures. • Ensure effective recruiting, on-boarding, professional development performance management, retention and succession. • Ensure effective and efficient implementation and operation of ICT systems to meet the requirements of the Authority. • Manages relationships and liaises with other governmental bodies, entities, Ministries, Parliamentary Secretariats and Private entities as directed by the Senior Head or Chief Officer. • Troubleshoots and finds solutions for computer systems issues as they arise. Supports daily operations. • Ensures adherence to government regulations and guidelines for technological systems and safeguarding of data. • Analyzes system usage and processes to determine how to optimize return on investment, improve information technology systems, and foster business growth. • Research and forecast emerging computing trends. • Integrates new software and platforms into existing computer systems to ensure that technology is optimized. • Develops and maintains IT budget. • Establishes maintenance checks and other technology infrastructure monitoring strategies. • Establishes and maintains relationships with technology vendors and negotiates services and contracts. • Develops training documents for systems users, including info graphics, slide shows, and video tutorials. • Communicates technology needs and strategy to the Chief Officer. • Helps direct development of customer-facing web platforms and digital experiences. 	
<p>Consultation</p> <ul style="list-style-type: none"> • Consults with the CEO and Chief Officer or any next level supervisor in resolving issues and problems. 	

Disclaimer: This job description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge etc. These are subject to change as needed by management.



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Self-Improvement <ul style="list-style-type: none"> Keeps up to date with the latest developments within BCA. Is supportive of the changes that are required to maintain a smooth transition of all improvement of systems that need to be implemented. Enhances department and organization reputation by accepting ownership for tasks, while seeking to add value to job accomplishments. Personal Development 	
Supervision Received <ul style="list-style-type: none"> Direct supervision and guidance from the Chief Officer 	
Working Conditions <ul style="list-style-type: none"> Is required to work outside office hours in crisis situations and/or to meet deadlines. 	
Qualifications & Experience	
<p>By the closing time and date of this call for application, applicants must be in possession of:</p> <ul style="list-style-type: none"> A recognized Bachelor's qualification at MQF Level 6 as recognized by the MQRIC in Information Technology, Management Business Administration, Public Administration, Project Management, Economics, Public Policy, Auditing, European Studies or other related subject, with a minimum of ten (10) years work experience in a top management level in the related area of Information Technology. <p>Due regard shall be given to those candidates who hold a recognized Master's qualification at MQF Level 7 as recognized by the MQRIC in Management, Business Administration, Information Technology or other related areas, Public Administration, Project Management, Economics, Public Policy, Auditing, European Studies or other related subject.</p>	<p>Mandatory</p> <p>Non-Mandatory</p>
<ul style="list-style-type: none"> Knowledge of office administration procedures, practices, and use of equipment. 	Mandatory
<ul style="list-style-type: none"> Knowledge of Maltese legislation and regulations. 	Mandatory
Skills	
Excellent verbal communication skills in Maltese & English	High
Excellent interpersonal skills with an ability to build effective working relationships with internal and external stakeholders.	High
Be extremely organized, and in recognizing issues and finding solutions.	High
Dependability and demonstrating professional conduct.	High
Ability to work as a part of a team	High
Ability to multi-task under tight deadlines and prioritize daily workload.	High
Exemplary planning and time management skills	High
Attention to detail and accuracy.	High

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Discretion with confidential information.	High
Others	
Valid motor vehicle driving license	Mandatory