



BUILDING & CONSTRUCTION
AUTHORITY

Position Title:	Senior Head
Reports to:	Chief Officer Policy, Legal & Research
Pay Grade:	Top Management Structure
Job Summary	
Legal	
Detailed Description of main tasks	
Duties <ul style="list-style-type: none">• Contributes to the developing, implementing and operate legal and policy strategies as necessary to enhance the authority's growth.• Ensure alignment of the legal department's short-term and long-term objectives developed in collaboration with the Chief Officer responsible for Policy, with the Authority's legal and Policy strategies.• Supervise all daily operations of the legal Department within the areas of responsibility.• Monitors and analyse the Authority's performance in these areas, identify areas for enhancement and establish corrective measures as needed.• Prepares timely, accurate and detailed reports to the Chief Officer in all areas as necessary.• Sets comprehensive goals for performance and growth.• Contributes towards an effective procurement and tendering process in line with established procedures.• Contributes towards ensuring effective recruiting, on-boarding, professional development, performance management and retention for areas falling within one's responsibility.• Works closely with other Officers on all matters related to the business of the Authority.• Manages business relationships with external legal firms.• Manages relationships and liaises with other Governmental bodies, entities, Ministries, Parliamentary Secretariats and Private entities as directed on legal matters.• Keeps abreast of trends, developments and methodologies in the diverse fields as mentioned further up to ensure self-improvement and an increased level of expertise in the subject matter.• Researches and understands key business challenges, sectoral activity and environmental factors that impact programmes within the BCA.• Contributes towards the achievement of the objectives of the BCA.• Develop and implement mechanisms for continuous monitoring of team's performance taking the necessary action to improve their effectiveness and efficiency, whilst ensuring that the appropriate quantitative targets are attained.• Plan, manage and schedule the workload of the legal unit to obtain maximum effectiveness whilst ensuring good staff motivation and the maintenance of good quality standards.• Liaise as required with staff within the Authority and internal/external Stakeholders.• Support in the preparation of answers to relevant parliamentary questions and prepare reports for submission to the responsible Chief Officer.• Ensure co-ordination between the various units that are concerned with or affected by prevalent or new legislation to be introduced.• Represent the Authority at various internal and/or external meetings locally, including Courts of law, and abroad and undertake the necessary preparations accordingly.• Research and develop policies and practices, recommending changes to the Chief Officer, with subsequent implementation and monitoring.	

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.



BUILDING & CONSTRUCTION
AUTHORITY

- Advise the Chief Officer and other Top Management on technical policy, procedural and other issues related to the Directorate.
- Acts as a single point of contact for matters relating to the transposition of EU Laws and Directive into Maltese Legislation.
- To take full responsibility and providing legal guidance on GDPR issues.
- Prepares reports and recommendations on amendments to legislation or co-ordinate the drawing up of new proposed legislation.
- Identify and explore new opportunities for the Authority.
- Design and implement processes that implement growth for the Authority and maximise the efficiency of such procedures.
- Arrange meetings with relevant stakeholders.
- Write and submit reports to the Chief Officer in all matters of importance.
- Assist the Chief Officer in any other task as requested.
- Carry out any other tasks in line with the exigencies of the BCA.

Consultation

- Consults with the Head/or Chief Officer responsible for the Legal, Policy & Research in resolving issues and problems.
- Consults with the Chief Officer responsible for the Legal, Policy & Research when dealing with issues that are of a sensitive nature and/or of strategic importance.

Self-Improvement

- Keeps up to date with new trends, instruments, and methodologies in relation to Legislation and Regulations that could potentially impact BCA's goals, objectives, and efficiency in this regard.
- Keeps up to date with the latest developments within the BCA and the building & construction industry.
- Enhances department and organization reputation by accepting ownership for tasks, while seeking to add value to job accomplishments.

Supervision Received

- Direct supervision and guidance from the Chief Officer responsible for Policy, Research & Legal.

Working Conditions

- May be required to work outside office hours in crisis situations and/or to meet deadlines.

Qualifications & Experience

Academic Qualification comparable to MQF Level 7 or higher	Mandatory
In possession of the warrant to practice the profession of advocate in Malta	Mandatory
Minimum 5 years work experience in a legal/advisory position after obtaining the warrant	Mandatory
Knowledge of Maltese & EU legislation and regulations.	Mandatory
Knowledge of office administration procedures and practices	Mandatory

Skills

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.



BUILDING & CONSTRUCTION
AUTHORITY

Excellent interpersonal skills with an ability to build effective working relationships with internal and external stakeholders.	Mandatory
Strong leadership skills and the ability to approach business from a creative point of view.	Mandatory
Ability to multi-task under tight deadlines and prioritize daily workload.	Mandatory
Attention to detail and accuracy.	Mandatory
Discretion with confidential information.	Mandatory
Proficiency in office management and procedures	High
Excellent communication skills in Maltese and English written and verbal.	High
Ability to work as a part of a team	High
Be extremely organized, and in recognizing issues and finding solutions.	High
Dependability and demonstrating a professional conduct.	High
Others	
Valid motor vehicle driving license	Mandatory