



BUILDING & CONSTRUCTION
AUTHORITY

Position Title:	Senior Professional Officer
Reports to:	Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement or delegate
Pay Grade:	Collective Agreement Grade A
Job Summary	
Engineer	
Detailed Description of main tasks	
<p>Duties</p> <ul style="list-style-type: none"> • Reviewing and developing policies, programmes, procedures, practices and compliancs strategies for the consideration of Chief Officer Processes Compliance and Enforcement or as delegated; • Prioritizing, co-ordinating and controlling the activities and operations of any assigned compliance tasks set out by the Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement; • Ensuring that any quantitave and qualitative targets are attained. Ongoing monitoring of progress and results both with regard to assigned functions and to both the collective and individual performances of any assigned subordinates. Collating and providing statistical information and recommending changes or operational improvements to the Chief Officer whenever circumstances or output indicate such need, or when required. • Delivering effective results for the Compliance and Enforcement in the assigned areas of responsibilities, in securing compliance with laws, regulations, permits and licenses; creating sufficient deterrence and promulgating adequate awareness about the need for such compliance; taking sufficient necessary remedial measures such that any irregularities or illegalities cease • Assisting the Chief Officer in managing and supervising the workload and output of any assigned subordinate section. Prioritizing , co-ordinating and controlling the activities and operations of the assigned staff and responsibilities, striving to achieve maximum collective and individual effectiveness, whilst attaining high quality standards in own and subordinates output. Co-ordinating, collecting and scheduling data for the activities of own and of different sections, even via subordinate staff, and motivating officers to achieve objectives and performance targets. • Preparing reports and recommendations on ammendments to compliance legislation, in conjunction with the Authority’ s Legal Advocate if necessary. • Treating clients fairly and with respect, ensuring that any subordinate staff do likewise, and promoting and sustaining a service culture that meets the expectatios of the Compliance and Enforcement Section clients. Investigating reports and complaints from clients within reasonable timeframes as may also be prescribed in standards of service, and prioritizing such reports by evaluating the potential impact and influence of the alleged infringements and their urgency. • Managing the development of policies and technical guidelines to promote and ensure good building and construction practices satisfying E.U. obligations. • Co-ordinate the development of documentation and media in relation to energy performance policy in buildings and the Authority’s related strategy. • Advise on policies to strengthen the Authority’s technical expertise and assist in collaboration with corporate services for the implementation of such policies to achieve the Authority’s objectives and targets. 	

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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<ul style="list-style-type: none"> • Carrying out inspections and analysis of mechanical heating and ventilation systems to ensure they are working to their design capabilities when and where necessary. • Any other duties according to the exigencies of the BCA as directed by the Chief Officer. • Carry out any other tasks in line with the exigencies of the BCA.
<p>Consultation</p> <ul style="list-style-type: none"> • Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement or delegate

<p>Self-Improvement</p> <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 	
<p>Supervision Received</p> <ul style="list-style-type: none"> • Direct supervision and guidance from the Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement or delegate. 	
<p>Working Conditions</p> <ul style="list-style-type: none"> • May be required to work outside office hours in crisis situations and/or to meet deadlines. 	
<p>Qualifications & Experience</p>	
<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 recognised Bachelor’s degree at MQF Level 6 in Mechanical or Electrical Engineering or a comparable professional qualification and a minimum of three (3) years work experience in a related area. • Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet any specified subject requirements. 	<p>Mandatory</p>
<p>Preference will be given to candidates experienced in heating and ventilation systems.</p>	<p>Preferable</p>
<ul style="list-style-type: none"> • Knowledge of practices and use of equipment. 	<p>Mandatory</p>
<p>Skills</p>	
<p>Excellent interpersonal skills with an ability to build effective working relationships with internal and external stakeholders.</p>	<p>High</p>
<p>Be extremely organized, and in recognizing issues and finding solutions.</p>	<p>High</p>
<p>Able to communicate in Maltese and English</p>	<p>High</p>
<p>Dependability and demonstrating professional conduct.</p>	<p>High</p>

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

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