



BUILDING & CONSTRUCTION  
AUTHORITY

<b>Position Title:</b>	<b>Senior Manager</b>
<b>Reporting to:</b>	Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement or delegate
<b>Job Summary</b>	
Permitting -Perit	
<b>Detailed Description of main tasks</b>	
<p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Managing, coordinating, and controlling the activities and operations of the respective Unit to achieve the objectives and performance targets.</li> <li>• Preparing and implementing plans, policies, reports, and programmes to meet the overall objectives and key tasks as set out by the BCA.</li> <li>• Managing, monitoring, and maintaining the quality of decision-making procedures within the Unit. Ensuring that the qualitative and quantitative targets of personnel within the Unit are achieved.</li> <li>• Supporting the Chief Officer or higher authority on construction related matters, evaluating and determining of proposals.</li> <li>• Advising the Chief Officer or higher authority on technical, policy, procedural and other issues related to those functions of the respective Unit.</li> <li>• Regular review and monitoring of policies and procedures with a view to keeping them up to date. Advising on remedial action where necessary.</li> <li>• Representing the Chief Officer or higher authority or their delegated representative at meetings both locally and abroad, on Boards and Committees as necessary.</li> <li>• Managing and directing the preparation of policies and regulations as well as any other documentation on matters related to respective Unit.</li> <li>• Maintaining good public relations with all stakeholders. Carry out consultations, discussions and negotiations with the general public, media government departments and agencies, statutory bodies and other interested parties.</li> <li>• Carrying out various subsidiary tasks relevant to the effective working in the job within the scope of normal flexibility and as instructed by management.</li> <li>• Supervise the drawing up of studies and development of evidence-based policy.</li> <li>• Carry out any other tasks in line with the exigencies of the BCA.</li> </ul>	
<p><b>Consultation</b></p> <ul style="list-style-type: none"> <li>• Consults with the CEO and Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement or any next level supervisor in resolving issues and problems.</li> <li>• Consults with the CEO and Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement any next level supervisor when dealing with issues that are of a sensitive nature and/ or of strategic importance.</li> </ul>	

**Self-Improvement**

- 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.

*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"> <li>Personal Development</li> </ul>	
<b>Supervision Received</b> <ul style="list-style-type: none"> <li>Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement or delegate</li> </ul>	
<b>Working Conditions</b> <ul style="list-style-type: none"> <li>May be required to work outside office hours in crisis situations and/or to meet deadlines.</li> </ul>	
<b>Qualifications &amp; Experience</b>	
By the closing time and date of this call for application, applicants must be in possession of: <ul style="list-style-type: none"> <li>a recognized Bachelor's qualification at MQF level 6, as recognized by the MQRIC in Architecture and Civil Engineering or a comparable professional qualification;</li> <li>the Warrant to practice as a Perit as regulated by the provisions of Chapter 390 from Act XIV (Perit Act) and subsequent amendments in the Civil Code;</li> <li>Two years experience following graduation in the practice of Architecture, Civil Engineering or in a regulatory position.</li> </ul>	Mandatory
<ul style="list-style-type: none"> <li>Knowledge of practices and use of equipment.</li> </ul>	Mandatory
<b>Skills</b>	
Excellent interpersonal skills with an ability to build effective working relationships with internal and external stakeholders.	High
Proficient in Maltese and English language	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
Discretion with confidential information.	High
<b>Others</b>	
Valid motor vehicle driving license	Mandatory

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