



BUILDING & CONSTRUCTION
AUTHORITY

Position Title:	Senior Technical Officer
Reports to:	Chief Officer Permitting, Licencing, Building Performance, Compliance and Enforcement or delegate
Job Summary	
Licensing	
Detailed Description of main tasks	
<p>Duties</p> <ul style="list-style-type: none"> • Undertake/supervise and vetting of licensing applications, checking for completeness/correctness, and referring incomplete applications. • Maintain a public interface, including discussing licensing issues with the general public, contractors and interested parties. • Give advice on current applications in relation to licensing of contractors or policy documents and dealing with general correspondence and complaints, and answering written, e-mailed, or other queries. • Prepare licensing application reports with specific recommendations for endorsement by more senior officers. • Carry out consultations, discussions and negotiations with applicants and their representatives, and liaise with representatives of other agencies, statutory bodies, community organizations and with the general public. • Attend/represent the BCA Appeals, legal hearings, public meetings, exhibitions, or other assignments in relation to team functions, to represent the Section and/or assist other staff as necessary. • Determine applications in accordance with the agreed procedures and refuse or amend applications as necessary. • Advise applicants and the public on the measures necessary to ensure compliance with the appropriate legislation, both in relation to submitted applications and in discussions prior to the submission of applications. • Carry out any internal or external consultations that may be required on applications or proposals to ensure compliance with the appropriate legislation. • Ensure that adequate records of all applications and decisions are maintained, in accordance with agreed procedures. • Assist the supervisors in managing and scheduling the workload of the section to obtain maximum effectiveness whilst ensuring the maintenance of standards. • Carry- out various subsidiary tasks relevant to effective working in the job within the scope of normal flexibility. • Supervise, train and manage junior staff, assign work, monitor workload, implement file audits, and manage special projects as directed by the supervisor or manager. • Perform such other related duties as directed by the supervisor or manager. • 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 	

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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<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 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"> In possession of a recognized (two year full-time or equivalent) qualification at MQF level 4 in subjects where the main or secondary study area is in construction or equivalent and a minimum of two (2) years work experience in the related area. <p>OR</p> <ul style="list-style-type: none"> In possession of a pass (at least at Grade 1-5, Grade C or a comparable level) in six (6) subjects at MQF level 3 which must include Maltese, English, Mathematics and IT Office Application Skills (*) and a minimum of three (3) years experience in a related area. <p>(*) It is clarified that reference to IT Office Application Skills, covers any successfully completed accredited course.</p> <p>With reference to the above, apart from the four (4) stipulated compulsory subjects, any additional subject at MFQ level 3, will be accepted for eligibility purposes.</p>	<p>Mandatory</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>Dependability and demonstrating professional conduct.</p>	<p>High</p>
<p>Ability to work as a part of a team</p>	<p>High</p>
<p>Ability to multi-task under tight deadlines and prioritize daily workload.</p>	<p>High</p>
<p>Exemplary planning and time management skills</p>	<p>High</p>
<p>Attention to detail and accuracy.</p>	<p>High</p>
<p>Discretion with confidential information.</p>	<p>High</p>

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Others	
Valid motor vehicle driving license	Mandatory