



BUILDING & CONSTRUCTION  
AUTHORITY

<b>Position Title:</b>	<b>Technical Officer</b>
<b>Reports to:</b>	<b>Chief Officer, Permitting, Licencing, Building Performance, Compliance and Enforcement or delegate</b>
<b>Job Summary</b>	
<b>Compliance &amp; Enforcement</b>	
<b>Detailed Description of main tasks</b>	
<p><b>Duties</b></p> <ul style="list-style-type: none"><li>• Reviewing and developing policies, programmes, procedures, practices, and compliance strategies for the consideration of the Senior Head/Senior Managers/Senior Professional Compliance and Enforcement, or any other delegated superior.</li><li>• Prioritising, coordinating, and controlling the activities and operations of any assigned compliance targets set out by the Senior Head/Senior Managers/Senior Professional Compliance and Enforcement, Compliance and Enforcement, or any other delegated superior.</li><li>• Ensuring regular monitoring of development projects to ascertain that they are compliant with current policies, laws, and regulations.</li><li>• Compiling site data histories including maintaining up to date statistical information.</li><li>• 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.</li><li>• Exercising such powers as are embodied in related legislations and enforce the decisions of the Building and Construction Authority.</li><li>• Assisting the Senior Head/Senior Managers/Senior Professional Compliance and Enforcement, Compliance and Enforcement, or any other delegated superior in managing and supervising the workload and output of any assigned subordinate within the section. Prioritising, coordinating, 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 the Authority's objectives and performance targets.</li><li>• Liaising closely with other sections to obtain advice that are concerned with/or affected by Compliance and Enforcement issues.</li><li>• Liaising closely with legal counsel on procedures pertaining to court cases and give evidence where required, including the formulation and presentation of affidavits.</li><li>• Representing the Authority at meetings, Court of Justice and Tribunals and any legal hearings where necessary.</li><li>• Assisting inspectorate staff in complaints from clients within reasonable timeframes as may also be prescribed in standards of service and prioritising such reports by evaluating the potential</li></ul>	

*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>impact and influence of the alleged infringements and their urgency. Directing inspectorate staff as to the prioritisation to be followed in their addressal of such reports.</p> <ul style="list-style-type: none"> <li>• Participating in Fora as required, both in Malta and abroad, in relevant areas.</li> <li>• Managing the relationships and liaising with other governmental bodies, entities, ministries, parliamentary secretariats, and private entities as directed.</li> <li>• Keeping 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.</li> <li>• Treating clients fairly and with respect.</li> <li>• Promoting and sustaining a service culture which meets the expectations of the Authority's stakeholders and holding regular contact with major stakeholders.</li> <li>• Preparing replies to relevant parliamentary questions.</li> <li>• Carrying 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 Chief Officer, Permitting, Licencing, Building Performance, Compliance and Enforcement or delegate</li> </ul>

<p><b>Self-Improvement</b></p> <ul style="list-style-type: none"> <li>• Keep up to date with the latest developments within BCA.</li> <li>• Is supportive of the changes that are required to maintain a smooth transition for all improvement of systems that need to be implemented.</li> <li>• Enhances department and organization reputation by accepting ownership for tasks, while seeking to add value to job accomplishments.</li> <li>• Personal development</li> </ul>	
<p><b>Supervision Received</b></p> <ul style="list-style-type: none"> <li>• Direct supervision and guidance from the Senior Head/Senior Managers/Senior Professional Compliance and Enforcement.</li> <li>• Not limited to any other superior.</li> </ul>	
<p><b>Working Conditions</b></p> <ul style="list-style-type: none"> <li>• May be required to work outside office hours.</li> </ul>	
<p><b>Qualifications &amp; Experience</b></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"> <li>• 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, Physics and IT Office Application Skills (*)</li> </ul>	<p>Mandatory</p>

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<p>(*) it is clarified that reference to IT Office Application Skills, covers any successfully completed course organised by an accredited institution.</p> <p>With reference to the above, apart from the four (4) stipulated compulsory subjects, any additional subject at MQF level 3, will be accepted for eligibility purposes.</p>	
Knowledge of office administration procedures, practices, and use of equipment.	Mandatory
Preferable with work experience	Preferable
<b>Skills</b>	
Must be proficient in Maltese and English Language	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 a professional conduct	High
Ability of working as part of a team	High
Ability to multitask 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 in Category B.	Mandatory