



Vacancy Notice

Title of Function:	Building Inspector I
Internal Reference Number:	BCA/VAC/21/2024
Jobs Plus Reference Number:	1025/2024
Reports to:	Head of Department
Pay Grade:	Collective Agreement Salary Structure – Grade G

The Building and Construction Authority (BCA) was established through the Building and Construction Act of 2021. The BCA is responsible for safeguarding third parties and safe working practices by ensuring that core aspects of a building's life cycle are developed effectively and follow up-to-date regulations applied in a controlled environment. The BCA is also responsible for spearheading the creation of a construction eco-system and embracing good governance, as well as developing policies and tailor-made practices that support networking platforms promoting compliant and sustainable buildings.

Mission

The BCA's mission is to ascertain that the core aspects of a building's life cycle are executed through the generation of up-to-date regulations implemented effectively and efficiently in a controlled environment.

Furthermore, the BCA spearheads the creation of a construction-related eco-system embracing good governance, policies and tailor-made practices that support networking platforms promoting compliant and Sustainable Buildings.

Vision

The BCA's vision is to maximize the value-added and sustainability of building regulations by leveraging core competencies based on efficient compliance practices and customer service excellence.

By promoting a qualitative evolving local construction-related fabric, the BCA wants to ensure that contractors and developers become an intrinsic part of the dynamic market which embraces change.



Job Description

A Building Inspector I is responsible to monitor development projects and ensure that they are in line with current policies, laws, and regulations, ensure the proper service of enforcement notices and carrying out regular site visits and assist the Management on legal, technical, policy, procedural and other issues related to processes, compliance, and enforcement within the Authority

Duties & Goals

- Prepare timely, accurate and detailed reports to Management with respect to inspections and related compliance tasks.
- Regularly monitor development projects to ensure they are in line with current policies, laws, and regulations.
- Ensure the proper service of enforcement notices and carrying out regular site visits, recommending action where appropriate and maintaining all necessary case files, reports, and system up-dates on enforcement information system.
- Investigate complaints of alleged breaches of the applicable policies, laws and regulations and drafting of relative responses to complainants.
- Give advice to and conduct discussions/negotiations with those potentially in breach of regulations on appropriate measures to rectify/regularise position.
- Prepare reports and compile site data histories including maintaining, up-to-date statistical information.
- Liaise closely with the other Sections and obtain advice as to whether remedial action is possible, or whether enforcement notices and or fines are warranted.
- Exercise such powers as are embodied in related legislation, enforce the decisions of the Building and Construction Authority, notify Architects/Other professionals/ Contractors and/or Owners/Developers/any other responsible parties to take remedial action and/or where necessary, stop works.
- Liaise closely with legal counsel on procedures pertaining to Court cases and give evidence where required, including the formulation and presentation of affidavits.
- Represent the Authority at legal hearings.
- Work closely with other Officers on all matters related to the business of the Authority.
- Manage relationships and liaise with other Governmental bodies, entities, Ministries, Parliamentary Secretariats and Private entities as directed.
- Keep 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.



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- Promote and sustain a service culture which meets the expectations of the Authority's stakeholders and to hold regular contact with the major stakeholders.
- Assist the Management on legal, technical, policy, procedural and other issues related to processes, compliance, and enforcement within the Authority.
- Strive to obtain maximum effectiveness of the Section's workload.
- Assist in the preparation of replies to relevant parliamentary questions.
- Co-ordinate between the various units that are concerned with or affected by compliance and enforcement issues.
- Represent the Authority at various internal and/or external meetings both locally and abroad, including Courts of Law and undertake the necessary preparations accordingly.
- Carry out various subsidiary tasks relevant to effective working on the job within the scope of normal flexibility.
- Contribute towards the achievement of the agreed objectives as set out in the Authority's Business Plan.
- Implement approved policies, procedures, and practices of the Authority

Consultation

- Consults with the Head of Department and/or other designated officer according to the exigencies when dealing with issues that are of a sensitive nature and/or of strategic importance.



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Self-Improvement

- Keeps up to date with the latest developments within the 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.
- Supervisory Skills.
- Personal Development.

Working Conditions

- To work within the context of the Authority's schedules including roster system and On Call duty, as may apply from time to time.



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Qualifications & Experience

<p>1. Having a pass (at least at Grade 5, Grade C, or comparable level) in three (3) recognized qualifications at MQF Level 3 or higher in Maltese, English and any other subject, reading and writing skills in both Maltese and English and a minimum one (1) year work experience in an Enforcement Section within the Public Service or Public Sector or one (1) year work experience in the Construction Industry.</p> <p>Or</p> <p>2. Having a pass (at least at Grade 5, Grade C, or comparable level) in two (2) recognized qualifications at MQF Level 3 or higher, basic reading and writing skills in both Maltese and English, the ability to use administrative electronic tools, and a minimum of (3) years' work experience in an Enforcement Section within the Public Service or Public Sector or three (3) years' work experience in the Construction Industry.</p> <p>Or</p> <p>3. A minimum of eight (8) years' active experience in a structured organization preferably within a regulatory framework, together with basic writing and reading skills in both Maltese and English language.</p> <p>And</p> <ul style="list-style-type: none">• Valid motor vehicle driving license in Category B.• Having a school leaving certificate.• Knowledge of office administration procedures, practices and use of equipment including administrative electronic tools. <p><i>Interested Candidates will be asked to attend an optional information session and sit for a written exam which is compulsory. Only those successful in the written exam will be called for an interview.</i></p>	<p>Mandatory</p> <p>Mandatory</p> <p>Mandatory</p> <p>Mandatory</p> <p>Mandatory</p> <p>Mandatory</p>
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Skills

Effective written and spoken communication skills in Maltese and English.	High
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 to work as part of a team.	High
Ability to multi-task under tight deadlines and prioritize daily workload.	High
Planning and time management skills.	High
Attention to detail and accuracy.	High
Discretion with confidential information.	High

Recruitment Process

Application Procedure

Interested applicants are invited to send the following documents on recruitment.bca@bca.org.mt by the stipulated deadline:

- Covering Letter
- Detailed Resume inc. copy of original certificates *(with Malta Qual Framework reference levels where applicable)*
- *Recent Police Conduct *(dated not older than one month from the date of application)*
- Signed Annex 1 Declaration attached to the Vacancy Notice below

Documents can also be submitted by postal mail or by hand using the below provided address:

Building & Construction Authority, Spencer Hill, The Exchange, Il-Marsa, MRS 1982

Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the latest, to submit any incorrect, incomplete or missing documents.

Applicants are strongly advised not to wait until the date of the deadline to submit their application. BCA will not be held responsible for any delays in the submission of applications due to technical difficulties or/and other factors that may arise.

Incomplete applications will be disqualified and treated as non-eligible. If a candidate is found to have provided false information at any stage of the selection procedure, the authority is within its capacity to disqualify the candidate in question.

* *The Police Conduct Certificate is expected to be delivered within five working days when ordered online.*



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Identifying Eligible Candidates

After the deadline for submission of applications, the appointed Selection Committee will verify the applications against the eligibility criteria as described in the “Qualifications & Experience” section.

The Selection Committee reserves the right to establish a shortlist of the most suitable candidates to be invited for an interview and/or other tests required for this position.

The Selection Committee may ask for clarifications and further documents including an original or certified copy of certificates.

Evaluation during Interviewing Process

Candidates invited to the interviewing process will be assessed on the following criteria relevant to the post:

- Ownership Skills
- Experience / Position related requirements
- Qualifications
- Personal Skills and Qualities
- Personal Attributes
- Suitability

Conditions of Employment

The successful candidate, upon recommendation of the Selection Committee, following the selection procedure, will be recruited on an indefinite Contract.

Conditions of Employment as included to the Employment Law, BCA Collective Agreement and other BCA Policies applies to this position.

Data Protection

The purpose of processing of the data submitted is solely to manage the application of the candidate in view of a possible selection and recruitment at the BCA.

All data will be kept in strict confidentiality by the Human Resources Department and retained according to the Data Protection Act. After the established retention periods all data will be destroyed.



Annex 1

Declaration

I, _____ with I.D. No. _____ declare that:

I am not benefitting and have not benefitted from Early Retirement or Voluntary Retirement Schemes that were offered to former Air Malta employees.

Signature: _____

Name: _____

ID Num: _____

Date: _____