



Vacancy Notice

Title of Function:	Senior Head – Enforcement & Compliance
Internal Reference Number:	BCA/VAC/5/2025
Jobs Plus Reference Number:	N/A
Reports to:	Chief Officer Enforcement & Compliance
Pay Grade:	Top Management Salary Structure – Senior Head (Grade 3)

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.



Section A - Job Description

The Senior Head Enforcement and Compliance at the Building & Construction Authority develops and implements integrated strategies, overseeing all enforcement and compliance operations.

Duties

- I. Manage, control, and direct the operations and activities of the Compliance and Enforcement Team and ensure that they achieve the objectives and targets set out in the Authority business and financial plans.
- II. Develop processes and procedures, and practices for the operation of the teams and ensure the successful implementation of the above through appropriate monitoring and quality control.
- III. Recommend operational changes to the Chief Officer Compliance & Enforcement, with subsequent implementation and monitoring.
- IV. Develop and implement mechanisms for continuous monitoring of teams' performance, taking the necessary action to improve their effectiveness and efficiency, whilst ensuring that the appropriate quantitative and qualitative targets are attained.
- V. Implement policies, procedures, and practices and advise the Chief Officer Compliance & Enforcement on the resource needs of the teams to ensure that the Authority achieves its Business Plan objectives and targets.
- VI. Plan, manage and schedule the workload of the teams under his/her direct remit to obtain maximum effectiveness whilst ensuring good staff motivation and the maintenance of good quality standards.
- VII. Liaise and coordinate as required with the teams under his/her direct remit, staff within the Authority and with internal/external Stakeholders.
- VIII. Organise, prepare, and liaise with the stakeholders in replies to relevant parliamentary questions and reports for submission to the Chief Officer Compliance & Enforcement and the Chief Executive Officer.
- IX. Prepare detailed reports and recommendations on amendments to legislation in conjunction with Chief Officer Compliance & Enforcement and the Policy team or the teams under his/her direct remit.
- X. Represent the Authority at the Courts of Law, Tribunal and at various internal and/or external meetings locally and abroad and undertake the necessary preparations accordingly.
- XI. Perform any other duties related to the proper execution of the role as necessary, or other relevant duties may be assigned.

Consultation

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

Disclaimer: This job description describes the general nature and level of work to be performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities etc. These are subject to change according to the exigencies of the entity.



BUILDING & CONSTRUCTION
AUTHORITY

Working Conditions

- II. Modern office environment
- III. Flexible start/end times
- IV. Opportunities for training and professional development
- V. May be required to work outside office hours in crisis situations and/or to meet deadlines.

Section B - Qualifications & Experience

I. A recognised Master's degree at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits) in Leadership, Management, Enforcement, Business Administration, Public Administration, Project Management, Construction, or a related field, plus four (4) years of related work experience, of which two (2) years should be in a management role related to the post.	Mandatory
OR	
II. A recognised Bachelor's degree at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits) or a post graduate diploma at MQF Level 7 (subject to a minimum of 60 ECTS/ECVET credits) in Leadership, Management, Enforcement, Business Administration, Public Administration, Project Management, Construction, or a related field, plus six (6) years of related work experience, of which three (3) years should be in a management role related to the post.	Mandatory
OR	
III. *Ten (10) years of management experience, including at least eight (8) years in a management role related to the post.	Mandatory
OR	
IV. *Twelve (12) years of relevant experience, including at least ten (10) years in a management role related to the post.	Mandatory
V. Able to communicate in written and spoken Maltese and English Languages.	Mandatory
VI. Relevant certifications in addition to the mandatory requirements will be considered an asset	Non-Mandatory

Disclaimer: This job description describes the general nature and level of work to be performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities etc. These are subject to change according to the exigencies of the entity.



BUILDING & CONSTRUCTION
AUTHORITY

*Eligibility (III) & (IV) is only applicable for BCA officers who have been confirmed in their current appointment. Refer to Annex I for other applicable provisions.

Section C - Skills

Interpersonal skills with an ability to build effective working relationships with internal and external stakeholders.	High
Ability to develop and execute integrated strategies across Enforcement and Compliance aligning with organisational objectives	High
Demonstrated ability to lead, motivate, coach, and develop high-performing teams in diverse functional areas.	High
Ability to multi-task under tight deadlines and prioritise daily workload.	High
Exemplary planning and time management skills.	High
Ability to identify and mitigate risks	High
Maintaining integrity and ethical standards	High

Section D - Recruitment Process

Application Procedure

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

- I. Detailed Resume (should include a list of updated qualifications and employment history)
- II. *Copy of Original Certificates

***Respective transcripts and/or MQRIC formal recognition statement is to be provided where applicable**

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.

Disclaimer: This job description describes the general nature and level of work to be performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities etc. These are subject to change according to the exigencies of the entity.



BUILDING & CONSTRUCTION
AUTHORITY

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.

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 Section B -Qualifications & Experience.

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 request clarifications, additional documents, including original certificates, a copy of the Jobsplus history, or other relevant documentation.

Evaluation during Interviewing Process

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

Top Management & Leadership Skills
Experience / Position related requirements
Qualifications
Personal Skills/Aptitudes

Conditions of Employment

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

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

Section D - 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.



BUILDING & CONSTRUCTION
AUTHORITY

Disclaimer: This job description describes the general nature and level of work to be performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities etc. These are subject to change according to the exigencies of the entity.