

JOB DESCRIPTION

Position: *Senior Officer - Architect*

Reports to: *Unit Manager – Technical Operations or Line Superior*

Ref: *CAA 187/26*

1. BASIC FUNCTIONS

The Climate Action Authority is the first of its kind, and we know our excellence depends on our staff. We are seeking a reliable, proactive, and committed Senior Officer - Architect to support the delivery of project activities within the Authority's Operations Unit. The selected candidate will assist in ensuring effective implementation and coordination of projects and initiatives that contribute to the Authority's objectives and operational needs.

The Senior Officer will be responsible for carrying out duties assigned by the Projects Unit Manager and other senior officials, in line with the Authority's aims and objectives, and in accordance with relevant legal instruments, including the Authority Act, subsidiary national legislation, as well as applicable European Union and international frameworks. The role will support the planning, monitoring, and reporting of project activities, contributing to the smooth execution of assigned tasks within established deadlines and budgets and ensuring alignment with the Authority's mission and functions.

The Senior Officer role directly supports the Unit in achieving its KPIs through the end-to-end delivery and management of infrastructure projects. This includes conducting site feasibility studies; designing charging sites and preparing detailed ACAD drawings and site plans; managing applications and securing required permits from relevant authorities (including TM, Lands, and DNOs); and preparing tender design specifications, cost estimates, and budgets.

The role also encompasses the preparation of method statements, technical reports, and ensuring full compliance with health and safety regulations through risk assessments. Responsibilities extend to project management and coordination, including continuous liaison with clients, contractors, and authorities across all project phases. The Senior Officer is also responsible for supervising works to ensure alignment with approved designs and permits, carrying out on-site measurements and BOQ verification, preparing and verifying as-built drawings, and conducting defects liability inspections and snagging processes. Additionally, the role contributes to the design and development of ad-hoc or alternative projects as required.

2. POSITION OBJECTIVES

To ensure that assigned duties are performed and fulfilled in accordance with the aims and objectives of the Authority;

To contribute towards the objectives of the Authority through effective and efficient planning, managing, controlling and fulfilling of assigned duties.

3. DUTIES OF SENIOR OFFICER - ARCHITECT

The Senior Officer is responsible for the satisfactory performance of the duties in Annex A.

The Senior Officer shall foster, promote and contribute to a culture of work ethic and service to the public and suppliers.

4. ORGANISATIONAL RELATIONSHIPS

4.1 Structural

Responsible to the Unit Manager for Operations.

The Senior Officer may be required to coordinate teams within the Authority to work on specific tasks or projects and thus be responsible for one or more other staff members.

4.2 Authority

The Senior Officer has the authority to take any reasonable action consistent with position objectives and responsibilities and subject to any direction given by the Line Superior or their representative.

4.3 Responsibility

The Senior Officer is responsible for the satisfactory performance of all the above duties.

4.4 Accountability

The Senior Officer is accountable for all the duties undertaken. The performance and effectiveness of the appointee will be gauged by considering the following:

- the provision of technical advice and expertise within budgets;
- the provision of services within the agreed time frames;
- the sensitivity to concepts of cost-effectiveness and added value;
- initiative and innovative spirit shown;
- quality of the service provided;
- finding and applying new ideas and improvements that help the Authority achieve its goals;
- earning positive feedback by working well with others and providing helpful, responsive support.

4.5 Cooperation and Teamwork

The Senior Officer shall promote and contribute to a culture of cooperation, collaboration and teamwork within the Authority.

4.6 Supervision

The Senior Officer will receive direction from the Operations Unit Manager or their line superior.

4.7 Success Metrics

- Achievement of key performance indicators related to project development, managing and implementation.
- Successful implementation of projects.

5. **ELIGIBILITY REQUIREMENTS**

5.1 Qualifications and Experience

- Bachelor's degree at MQF level 6 in Architecture or Civil Engineering with a minimum of 2 years of working experience. Preference will be given to candidates holding a warrant.
- Minimum 2–4 years of experience in architectural design, project support, or similar roles.
- Proficiency in architectural software (e.g., AutoCAD, Revit, BIM platforms) and Microsoft Office Suite.
- Familiarity with local building regulations, planning approvals, and construction standards.
- Strong communication, coordination, and technical problem-solving skills.
- Ability to conduct site inspections, measurements, and technical assessments independently.
- Qualifications at a level higher than a Bachelor's degree will be accepted for eligibility purposes, provided they meet any specified subject requirements. Candidates with qualifications at a higher level than a Bachelor's degree, a minimum 1 year working experience in the clean transition is preferably required.
- A Masters' qualification at MQF Level 7, or equivalent, must comprise a minimum of 90 ECTS/ECVET credits or equivalent. A recognised Masters' qualification with a minimum of 60 ECTS/ECVET is only accepted subject to an MQRIC formal Masters' recognition statement being submitted with the application. A recognised Masters' qualification from the University of Malta (awarded pre-2009) with less than 60 ECTS/ECVET credits is acceptable provided that it is verified by MQRIC that the workload is comparable to at least 60 ECTS/ECVET credits.

5.2 Other

The applicant must have:

- Ability to communicate in Maltese or/and English languages;
- Excellent negotiation and communication skills;
- Strong analytical and problem-solving abilities;
- Attention to detail and strong organizational skills.
- Valid EU Driving License

6. **OTHER PROVISIONS**

6.1 This appointment is subject to a probationary period of twelve (12) months.

6.2 Selected candidates must be of conduct which is appropriate to the post/position applied for. Prior to appointment, selected candidates must produce a Certificate of Conduct issued by the Criminal Records Office or other competent authority not earlier than six (6) months from the closing date of this call for applications, which should be submitted by the selected candidate within one (1) week from the date of the notification of appointment.

6.3 Submission of documentation.

With application:

- i. CV
- ii. Covering letter
- iii. Scans of certificates/transcripts and/or testimonials or Jobsplus records or similar supporting work experience
- iv. Scan of ID Card/ passport
- v. MQRIC certification of equivalence in case of foreign qualifications

At interview:

- i. Original of certificates/transcript presented with application (for verification)
- ii. Original ID card or passport (for verification)

Prior to signature of contract of employment:

- i. Certificate of good conduct (original/s)
- ii. Jobsplus / Identita (Identity Malta) permit to work, if applicable

- 6.4 In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a completely updated CV, including qualifications and employment history with their application. Any potential conflict of interest matters noted will be reported, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. Moreover, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the prescribed Declaration available at Appendix 1 to Directive 16.

ANNEX A

Duties and Responsibilities

The Senior Officer will support the Unit in developing, coordinating and monitoring projects aligned with the Authority's climate and sustainability objectives, while contributing to operational improvement and collaborative delivery across the organisation.

- Prepare architectural drawings, plans, and technical documentation for projects of varying scale.
- Conduct site measurements, inspections, and feasibility assessments to support project planning and design.
- Provide technical advice on architectural solutions in line with project requirements, regulations, and sustainability goals.
- Assist in preparing permit applications and submissions to public authorities, ensuring compliance and timely processing.
- Project Coordination and Team Support
- Collaborate closely with project officers, consultants, and contractors to ensure architectural tasks are integrated into project delivery.
- Support project scheduling, monitoring progress, and maintaining high-quality architectural outputs.
- Provide guidance to junior staff on architectural processes, technical details, and regulatory requirements.
- Consultant and Stakeholder Liaison
- Coordinate with external stakeholders, including public entities, consultants, and contractors, regarding architectural matters.
- Attend site meetings and inspections to review designs, discuss project requirements, and provide technical input.
- Documentation, Reporting, and Compliance
- Maintain organized records of drawings, site surveys, reports, and correspondence.
- Contribute to progress reports, presentations, and project documentation as required.
- Ensure architectural outputs comply with relevant building codes, planning regulations, and organizational standards.
- Innovation and Development
- Recommend practical design improvements, digital tools, or sustainable practices to enhance project efficiency and quality.
- Support adoption of new workflows, software, or techniques in architectural services.

The Senior Officer may also be required to carry out any other duty as may reasonably be directed by the Line Superior and or his/her representative.