

ORGANIZATIONAL CONTEXT

Job Title	Highways GIS Manager
Job Code	Advisor
Grade	1
Affairs	Assets Affairs
Department	Roads O&M
Section	Network Needs
Team	Highways GIS team
Date last updated	25 March 2014

JOB CONTENT

Role Objective

1. To lead the Highways GIS Team by setting goals and objectives.
2. Developing the Highways GIS team to ensure accuracy of GIS information.
3. Ensuring projects are delivered on programme and to budget.

Job Roles & Responsibilities

1. Developing GIS policies and procedures.
2. Designing and implementing department-wide GIS standards.
3. Planning, setting budgets, and implementing GIS projects and applications.
4. Recommending capital and operation outlays, and developing and tracking GIS-related budgets.
5. Monitoring performance against plans and establishing resolution actions for any variances from plans.
6. Recommending and, where appropriate, developing GIS and related training programmes.
7. Coordinating GIS-related activities with user departments.
8. Take responsibility for the development, review, and certification of all back-up and disaster recovery procedures and plans
9. Negotiating and managing consulting and service contracts to ensure compliance.
10. Providing an interface between GIS staff and consulting professionals working within the organization..

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Degree level

Desirable

- Project Management qualification (PRINCE 2, PMP or equivalent)

Technical Knowledge

- Experienced ESRI ArcGIS user
- Computer literate and good working knowledge of MS Office and relevant engineering software packages
- Report writing skills
- International Driving license and able to obtain a Qatari Driving license
- Knowledge of Health and Safety best practice and CDM Regulations
- Geography/Cartography background and knowledge of coordinate systems, longitude, latitude,

elevation, topography, and map scales

The Individual

- 16-20 years post-grad experience of which 10 - 15 years' experience in a GIS environment
- Ability to gather and analyse information
- Good problem solving, analytical, organisational, time management and interpersonal skills
- Fluent in English
- Good communication skills
- Strong leadership skills
- Conscientious and Meticulous
- Good project management skills