

ORGANIZATIONAL CONTEXT

Job Title	Business Process Management Roads Key User
Job Code	Co-ordinator 2
Grade	6
Affairs	Assets Affairs
Department	Roads O&M
Section	Enablers
Team	EAMS
Date last updated	25/03/14

JOB CONTENT

Role Objective

The ASHGHAL Business Process Management Key User provides assistance to the business process management lead to define future state processes.

Job Roles & Responsibilities

1. Manage the business process management project activities and ensure the following:
2. Has the overall responsibility of the BPM project delivery.
3. Provide hands-on engagement on key activities of the project (Business Process management of to-be process areas/steps, documentation, interfaces, etc.).
4. Ensure that the project is properly interfacing with other on-going key activities and projects in the overall program to ensure a smooth delivery of project objectives.
5. Ensure project governance is defined and applied throughout the project.
6. Establish business process management culture – experience of this an advantage.
7. Identify best practices and opportunities for business process improvement, for increased efficiencies with the EAMS Maximo solution.
8. Should be able to communicate with different section key users for their inputs if required and provide details to EAMS team.
9. Participate and provide input in discussions/workshops for developing/reviewing the project deliverables and provide feedback within the specified time frame as per the project plan.
10. Responsible for learning, understanding and seeking knowledge regarding the new system and exiting ways of doing work.

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

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

Educational & Experience:

Qualifications

Essential

- Degree or professional qualification in numerate subject preferred
- 4 + years' experience in similar role

Desirable

- Experience of asset management processes and systems

Technical Knowledge

- Familiar with forms of contracts, including responsibilities and contractual obligations
- Computer literate and thoroughly conversant with MS Office suite and relevant engineering software packages.
- Familiar with Asset Management, Highway Maintenance, Health and Safety, and Quality Standards and Regulations

The Individual

- Flexibility and willingness to be involved in all aspects of the operation
- Experience of working in an operation with quality and health and safety systems
- Team player but have the ability to work well unsupervised
- Manage their time and team effectively and be self-motivated
- Excellent communication and organizational skills
- Good decision making skills