

ORGANIZATIONAL CONTEXT

Job Title	Contingency Planning Manager
Job Code	Specialist - 1
Grade	3
Affairs	Assets Affairs
Department	Roads O&M
Section	Network Management
Team	
Date last updated	24 March 2014

JOB CONTENT

Role Objective

To develop Roads Assets Affairs knowledge and experience in Contingency Planning for all incident types including weather related incidents. Support the development of other Ashghal Contingency Plans including Business Continuity. Be the focal point for Emergency Service liaison and development of joint working protocols

Job Roles & Responsibilities

1. Prepare and regularly update the Roads O&M Contingency Plan.
2. Ensure that all those required to undertake duties within the Contingency plan fully understand their role and responsibilities.
3. Liaison with key Emergency Stakeholders (Police, HMC, Civil Defense)
4. Organise and attend regular meetings regarding Assets Affairs operations
5. Liaison with National Command Centre and relevant police force for security of the network and individual items of infrastructure.
6. Support health and Safety in Incident Management situations
7. Liaison with the Incident Management & RNMC Managers
8. Identify suitable Emergency Diversion Routes
9. Develop Contingency Planning training and awareness activities as well as conducting desk top and practical training exercises.
10. To develop and maintain good working relationship with other Qatar organisations that have an influence and impact on the PWA highway network (Qatar Foundation, RasGas, Qatar Petroleum etc) and to share contingency and disaster recovery plans to improve mutual understanding of emergency response and recovery activities.

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

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

Educational & Experience:

Qualifications

Essential

- Degree / Professional Technical Diploma (NVQ5) (Emergency / Disaster / Crisis / Risk / Safety / Continuity Management)

Desirable

- Recognized Health & Safety qualification (IOSH / NEBOSH)
- Member of a relevant and recognized professional organization

Technical Knowledge

- Experience of preparing Contingency Plans and Business Continuity Plans relating to the highway environment and those incident types experienced on a large national highway network.
- Knowledge and understanding of Civil Contingency Planning including incident response models and the Operational, Tactical and Strategic Command escalation process.
- Knowledge of highway maintenance issues and procedures.
- Have proven project management experience in a large organisation.
- Experience with emergency service operations.
- Computer literate

The Individual

- Minimum of 10-15 years' experience
- Demonstrate leadership ability
- Be able to understand and adapt accordingly to the Qatar culture and the ever changing situations on the highway network
- Communicate calmly, effectively and authoritatively
- Competent at delivering presentations, in house training and facilitating workshops.
- Produce concise reports and documents.