

ORGANIZATIONAL CONTEXT

Job Title	Occupancy Advisor
Job Code	Specialist - 2
Grade	4
Affairs	Assets Affairs
Department	Roads O & M
Section	Operations
Team	Roads Corridor Management Office
Date last updated	26/03/14

JOB CONTENT

Role Objective

Responsible for overseeing and coordinating all activities within the road corridor management office to ensure efficient implementation of procedures and minimal impact on public safety and congestion. This includes working closely with the following teams:

1. Traffic Diversions Team
2. Road Space Booking Management Team
3. Abnormal Loads Management Team
4. Major Events Management Team

Job Roles & Responsibilities

1. Identify and implement initiatives for enhancing the services provided
2. Plan and implement coordination schemes amongst the various teams
3. Establish measures to report on the various teams' performance in terms of impact on traffic and efficiency of any improvement measures implemented.
4. Assist with the preparation of reports and documents as necessary
5. Co-ordinate permit issuance and enforcement mechanisms
6. Represent the team in external meetings to discuss the strategic impact of project on the surrounding network.

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

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

Educational & Experience:

Qualifications

Essential

- Degree qualified in a field relevant to transportations, traffic management or civil engineering.
- Minimum 5 years experience in similar environment.

Desirable

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Technical Knowledge

- Good knowledge of network management procedures
- Analytical skills and the ability to assess initiatives based on their impact on congestions
- Excellent knowledge of traffic modelling packages
- In depth understanding of network conditions and traffic impacts

- Extensive knowledge of Good knowledge of Traffic Management arrangements

The Individual

- Excellent planning and organisational skills
- Ability to represent the team, present ideas and produce technical and consultancy reports
- 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
- Good decision making skills
- Ability to identify & implement solutions to problems