

### ORGANIZATIONAL CONTEXT

<b>Job Title</b>	Network Referencing System (NRS) Manager
<b>Job Code</b>	Specialist - 1
<b>Grade</b>	3
<b>Affairs</b>	Assets Affairs
<b>Department</b>	Roads O&M
<b>Section</b>	Network Needs
<b>Team</b>	Highways GIS team
<b>Date last updated</b>	25 March 2014

### JOB CONTENT

#### Role Objective

1. To manage the maintenance of the Network Referencing System (NRS) in Qatar.
2. Ensure that the NRS is maintained, current and updated with changes to network resulting from completion of works on site, whether they be the completion of new infrastructure projects, changes, deletions and enhancements to existing road network.
3. To undertake the updating of Inventories and records.

#### Job Roles & Responsibilities

1. Update GIS with changes to the Network resulting from handover schemes
2. Digitise/edit/remove NRS links resulting from changes to the Network into GIS
3. Oversee classification of changes to the Network using the Scoring Mechanism
4. Allocation of NRS numbering, marker post positioning and population of the NRS GIS layer with all relevant information.
5. Undertake classification of changes to the Network using the Scoring Mechanism
6. Allocation of NRS numbering, marker post position and population of the appropriate attributes in the NRS GIS layer
7. Liaise and coordinate with the Plate and Mounting Manufacturers.
8. Liaise and coordinate with the Assets Management Team and all NRS Stakeholders including CGIS.
9. Ensure appropriate approvals for installation and on-going maintenance are gained e.g. Road Opening applications are raised, where required Traffic Diversion Plans are approved etc. etc.
10. Monitor the Defects Register to ensure that missing or damaged NRS marker posts or plates are repaired or replaced in a timely manner in accordance with the Qatar Roads Maintenance Manual
11. Prepare and maintain a Network Referencing Manual explaining the process for changes to the Network are undertaken correctly and accurately

### BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

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

#### Educational & Experience:

##### Qualifications

##### *Essential*

- Degree level

##### *Desirable*

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**Technical Knowledge**

- Experienced ESRI ArcGIS user
- Report writing skills
- Budget Forecasting and Programming
- Computer literate and good working knowledge of MS Office including Project and relevant engineering software packages
- Report on programme and budget delivery

**The Individual**

- 10-15 years' experience in a similar role
- Ability to plan work in line with resource availability.
- Ability to develop Processes, Procedures and Policies
- Ability to supervise and manage the development of a team
- Good decision making skills