

ORGANIZATIONAL CONTEXT

Job Title	Road Space Booking Team Leader
Job Code	Specialist - 2
Grade	4
Affairs	Asset Affairs
Department	Roads O&M
Section	Operations
Team	Roads Corridor Management Team
Date last updated	25/03/14

JOB CONTENT

Role Objective

This role involves reviewing existing procedures, identifying and managing internal and external stakeholder liaison, developing new systems and setting up a new team that will implement the agreed procedures. The team will comprise coordinators responsible for processing the bookings and inspectors to ensure reinstatements are carried to acceptable standards.

Roles & Responsibilities

1. Reports to the RCMO Manager
2. Research into best practice and setting up new processes and procedure to reflect this.
3. Managing a team of inspectors to ensure road reinstatements are carried to standards.
4. Managing a team of coordinators responsible for implementing the new processes in managing road space booking.
5. Proposing initiatives to enhance road occupancy procedures and reduce impact on traffic.
6. Project management activities including: monitoring resource utilisation, ensure delivery to programme and providing progress updates.
7. Assisting with the preparation of reports and documents as necessary
8. Providing accurate advice to relevant parties on procedures
9. Attending key coordination meetings (internal and external)
10. Liaising with commercial recovery teams for recovery of fees and fines

BEHAVIOURAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Competencies, knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential:

- Bachelor Qualification in highways management, transportation or relevant field.
- 5 yrs + Industry experience
- Experience of managing roadworks / road space booking activities / network occupancy.

Desirable:

- Language skills: English (required) – Arabic (advantageous)

Technical Knowledge

- Good knowledge of the Qatari road network
- Good analytical and methodical approach when making decisions.
- Familiar with forms of contracts, including responsibilities and contractual obligations
- Computer literate and thoroughly conversant with MS Office suite and relevant engineering software packages.
- Experience of Operations & Maintenance and Construction process
- A demonstrable period of Road Network maintenance experience
- Ability to work within a team and have a dedicated approach to working within and meeting deadlines

The Individual

- Ability to supervise and manage the development of a team
- 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
- Ability to identify & implement solutions to problems