

ORGANIZATIONAL CONTEXT

Job Title	EAMS Data Analyst
Job Code	Coordinator - 1
Grade	5
Affairs	Asset
Department	Roads O&M
Section	Business
Team	Enterprise Asset Management Systems Team
Date last updated	24/03/16

JOB CONTENT

Role Objective

Responsible for providing data integrity, data cleansing and data verification of all drainage and roads-related assets

Job Roles & Responsibilities

1. Reports to the Master Data Lead
2. Projects will include:
 - a. Data specification, standards and coding
 - b. Data conversion and mapping from Doha Survey, Project Handover, etc.
3. Participate and provide input in to discussions/workshops for developing/reviewing the project deliverables and provide feedback as per the project plan
4. Identify key data and prioritise accordingly
5. Highlight any issues and risks to the Master Data Lead
6. Resolve day to day issues within the drainage and road departments that may arise during the project based on the directions of the Project Sponsor / Project Manager
7. Learning, understanding and seeking knowledge regarding the new system
8. Providing and maintaining quality data for the development, QA and production Maximo environments.

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' data analysis experience

Desirable

- Previous Maximo data analyst experience preferred

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
- Experience of Maximo desirable, or similar asset management systems

The Individual

- 6+ years' experience post-graduation of which at least 4+ years in similar role
- 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