

ORGANIZATIONAL CONTEXT

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| Job Title | ISU Manager |
| Job Code | Specialist - 2 |
| Grade | 4 |
| Affairs | Assets Affairs |
| Department | Roads O&M |
| Section | Operations |
| Team | Network Management - ISU |
| Date last updated | 25/03/14 |

JOB CONTENT

Role Objective

Accountable for managing the emergency response operations within a designated team dependent on contract needs. Co-ordinating the safe and efficient execution of all activities

Roles & Responsibilities

1. Maintain high technical standards
2. Produce and deliver work briefings as required
3. Taking responsibility for the safety of yourself and others within your team to ensure compliance with relevant health and safety legislation and safe operation to protect members of the public
4. Ensuring drivers hours are recorded in accordance with current legislation and teams operate within the requirements of legislation
5. Monitoring and analysing time and resource utilisation in line with operated allocation system and ensuring cost/ value analysis is undertaken on jobs and activities under your control
6. To keep records, complete all necessary paperwork, communicate and liaise with other employees, sub-contractors, the emergency services, the police, the general public, clients and customers.
7. Deliver day to day emergency response to incident and hazardous defects ensuring the following:
 - a. Maintaining all records for audit purposes.
 - b. Ensure resource is available and qualified to undertake tasks
 - c. Ensure weekly emergency standby rotas are in place, ensuring full uncompromised network coverage.
8. Operate emergency rotas for staff and Operatives.
9. Order materials necessary for the efficient and effective operation of the team

BEHAVIOURAL SKILLS, KNOWLEDGE AND EXPERIENCE

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

Educational & Experience:

Qualifications

Essential:

- Role specific qualifications or professional membership as required or defined by clients
- Appropriate legislative and compliance HSEA training
- 5-10yrs + relevant experience

Desirable:

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

- Personal Highways Safety (PHS) Certified

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.
- 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
- Strong project management skills
- Good decision making skills
- Ability to identify & implement solutions to problems