

### ORGANIZATIONAL CONTEXT

<b>Job Title</b>	Traffic Diversion Planning Coordinator
<b>Job Code</b>	Coordinator – 2 or 3
<b>Grade</b>	6-7
<b>Affairs</b>	Assets Affairs
<b>Department</b>	Roads O&M
<b>Section</b>	Operations
<b>Team</b>	Roads Corridor Management Team
<b>Date last updated</b>	25 March 2014

### JOB CONTENT

#### Role Objective

To advise and review Traffic Diversion Plan (TDP) submissions to ensure compliance of installed and planned traffic management in accordance with guidance requirements.

#### Roles & Responsibilities

1. Reports to the TDP Team Leader
2. Manage and monitor traffic management installation compliance
3. Produce frequent and timely reports for the client and third parties
4. Attend meetings to provide traffic and traffic management expertise into scheme development.
5. Comply with relevant health and safety legislations and industry best practice
6. Engage in stakeholder liaison and communication.

### BEHAVIOURAL SKILLS, KNOWLEDGE AND EXPERIENCE

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

#### Educational & Experience:

##### Qualifications

##### Essential

- Technical diploma or equivalent relevant degree
- A broad understanding of the Work Zone Traffic Management Guide
- 3 yrs + traffic management and highway maintenance procedures experience

##### Desirable

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

##### Technical Knowledge

- Able to design and produce working solutions for traffic management.
- Good analytical and methodical approach when making decisions.
- Complete understanding of the relevant H&S requirements.
- 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
- Good communication and organizational skills
- Good decision making skills
- Ability to identify & implement solutions to problems