

Land Transport Authority

Job Description

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| Date: | February 2019 | Position Title | Manager Quality Assurance (QA) |
| Division: | QUALITY ASSURANCE DIVISION | Classification Level | \$85, 729p.a (3-years contract) |
| Directly Supervises | | | |
| Reporting Structure | The Chief Executive Officer for the effective and efficient strategic leadership and management of the Quality Assurance Division (QAD) to ensure quality outcomes of all LTA projects, which contributes to the achievement and sustainability of the LTA's business and corporate goals and objectives. | | |

| Primary Objective | |
|--------------------------|---|
| | To lead and manage strategic and operational aspects of the LTA's Quality Assurance Division in accordance with organizational direction set out in the LTA's Corporate Plan, Strategic Annual Management Plan and Annual Budget. |
| Position Summary | |
| | This position is responsible for managing the operation of the Quality Assurance Division to ensure quality outcomes of all LTA projects by ensuring contractors' compliance with acceptable standards of materials and measurements are maintained and complied with at all times. |

| Responsibilities | |
|-------------------------|--|
| 1 | Develop, maintain and enforce high quality standards and procedures for laboratory and survey operations. |
| 2 | If and when needed, develop, review and make necessary recommendations to the CEO on all methods of laboratory experimentations and survey procedures in order to achieve given tasks. |
| 3 | Manage the laboratory testing services to ensure contractors' work comply with prescribed construction and maintenance quality and standards. |
| 4 | Manage survey operations in all facets including survey plans and survey reports. |
| 5 | Monitor, review and advice on the Division's agreed outputs and targets against budget, in accordance with prevailing procedures and reporting systems. |
| 6 | Manages the effective allocation of resources to ensure effective operation of the lab and survey including prioritization of equipment based on budget allowances, conditions of exiting equipments and scheduled of lab activities. |
| 7 | Lead and coordinate the development of performance targets and indicators in consultations with other LTA Managers to ensure effective monitoring against objectives and strategies in the Corporate Plan, Strategic Annual Management Plan and Annual Budget. |
| 8 | Develop in collaboration with other Managers, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhance employees' productivity and commitment. |
| 9 | Develop, customize and implement a capacity building strategy for Divisional employees so that they understand their roles and contributions to agreed LTA priorities and respond positively to internal customers. |
| 10 | Represent the Chief Executive Officer in Government committees and any other duties as directed. |

| Selection Criteria | | Essential/ Desirable | Weighting |
|---------------------------|---|---------------------------------|------------------|
| 1 | A degree with majors in engineering science or technology/surveying/quality assurance or any relevant qualification from a recognized tertiary Institution. | Essential | |
| 2 | At least three (3) years of experience at a senior management level. | Essential | |
| 3 | At least five (5) years of relevant experience in quality assurance, lab testing and land surveying. | Essential | |
| 4 | Demonstrated ability to perform critical analysis and initiate Operational policy interventions and provide strategic advice to the Chief Executive Officer. | Essential | |
| 5 | Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to road works quality assurance. | Essential | |
| 6 | Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards. | Essential | |
| 7 | Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database. | Essential | |
| 8 | Has sound knowledge of the following legislations; LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Ministry of Works Act 2002 Labour and Employment Act 1972 Police Service Act 1977 Road Traffic Ordinance 1960 (Part IV) Road Traffic and Traffic Control Act 1990 Road Traffic Orders 1994 Accident and Compensation Act 1989 Membership of Statutory Boards and Authorities Act 2001 Public Service Act 2004 | Desirable | |

| Competencies | |
|---------------------|---|
| 1 | Team Player & Team Building |
| 2 | Responsible, Listen and Respond |
| 3 | Training and coaching |
| 4 | Planning, assigning, directing and supervising |
| 5 | Integrity/ Flexible/ Common Sense and Trustworthy |
| 6 | Public and Customer Relation expert |
| 7 | Physically fit |

Prepared by:

Human Resource