

Land Transport Authority

Job Description

Date:	July 2022	Position Title	Manager Quality Assurance (QA)
Division:	QUALITY ASSURANCE DIVISION (newly established)	Classification Level	ACEO Level
Directly Supervises	Laboratory and surveying staff of 17 people		
Reporting Structure	The Chief Executive Officer for the effective and efficient strategic leadership and management of the Quality Assurance Division (QAD) responsible for undertaking all quality control and surveying functions to ensure that roads, bridges, seawalls and drainages built by LTA comply with approved standards. This will contribute 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 newly established 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, a newly established Division mandated to carry out the necessary checks and enforce compliance of designs and construction of roads, bridges, drainages, seawalls to the approved standards.

Responsibilities

1	Develop, maintain and enforce high quality standards and procedures for laboratory and survey operations including building the LTA laboratory towards accreditation.
2	Review, develop and make necessary recommendations to the CEO and LTA Board on upgrading equipment's, capacity, standard operating procedures of the laboratory and surveying staff to improve efficiency and possibly increase revenue generation for LTA
3	Manage the laboratory testing services to ensure contractors' and consultants' work comply with prescribed construction and maintenance quality and standards.
4	Manage survey operations for all LTA designs and constructions in all facets including survey plans and survey reports.
5	Monitor, review and advise 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 existing equipments and scheduling of laboratory and surveying works in Upolu and SAVaii
7	Lead and coordinate the development of performance targets and indicators in consultation 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	Undertake performance assessment of laboratory and surveying staff as well as contribute to the performance assessment of LTA consultants and contractors
11	Represent the Chief Executive Officer in Government committees and any other duties as directed.

Selection Criteria		Essential /Desirabl	Weighting
1	A degree with majors in engineering, 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 2013	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