

# J O B   D E S C R I P T I O N

FUNCTION IDENTIFICATION:	
Department:      Global Specifications	Job title: Expert Specifications Engineer
Country:            Any	Grade:
Date:	Job code (US only):

POSITION PURPOSE (1 TO 5 SENTENCE):
<ul style="list-style-type: none"><li>• Design all assigned products and/or topics in a way that meets or exceeds internal and external customer and product requirements</li><li>• Author global specifications that communicate product, database, and/or quality definitions in an accurate, precise, and clear form</li><li>• Act as Subject Matter Expert and Technical Product Manager for these concepts and designs, for internal and external audiences</li><li>• Mentor fellow Specifications Engineers in design considerations and synergies between concepts</li></ul>

ORGANIGRAM (THIS POSITION REPORTS TO- DIRECT REPORTS TO THIS POSITION - EXTERNAL AND INTERNAL INTERACTION): (Use job titles only)
<ul style="list-style-type: none"><li>• Reporting to :<ul style="list-style-type: none"><li><input type="checkbox"/> Principal, (Product, Database, Quality, or Support &amp; Training) Specifications</li></ul></li><li>• Reporting to you :<ul style="list-style-type: none"><li><input type="checkbox"/> None</li></ul></li><li>• Peers:<ul style="list-style-type: none"><li><input type="checkbox"/> Global Product, Database, and Quality Specifications Engineers, and Specifications Training &amp; Support</li><li><input type="checkbox"/> Global and local Customer Support</li><li><input type="checkbox"/> Global Product Management</li><li><input type="checkbox"/> Global and local Program Management</li><li><input type="checkbox"/> Global and local Production Management</li><li><input type="checkbox"/> Training teams of other departments</li><li><input type="checkbox"/> Strategic Research</li><li><input type="checkbox"/> Global Engineering</li><li><input type="checkbox"/> Local Product Operation Departments</li><li><input type="checkbox"/> Global and local Quality Departments</li><li><input type="checkbox"/> Global and local Strategic Product Marketing/Design Control</li><li><input type="checkbox"/> Tele Atlas' subsidiaries and joint-ventures</li><li><input type="checkbox"/> Tele Atlas' partners</li><li><input type="checkbox"/> Tele Atlas' customers (direct contact)</li></ul></li></ul>

MAIN ACCOUNTABILITIES ( 6 - 8 BULLET POINTS ) :	
	Time spent in %
<ul style="list-style-type: none"> <li>Assure correct product design by understanding the interdependencies between Product, Database and Quality specifications. These must be in support of the Market Requirement Documents (MRDs) and Product Requirement Documents (PRDs), impacting product quality and robustness directly.</li> </ul>	20
<ul style="list-style-type: none"> <li>Responsible for authoring accurate, precise, and clear specifications (proposals, prototypes, and standard).</li> </ul>	20
<ul style="list-style-type: none"> <li>Assure satisfaction of customer requirements by interfacing directly and indirectly with customers as agreed upon with account management and product management.</li> </ul>	20
<ul style="list-style-type: none"> <li>Assure the optimal specification interface: work with fellow specification team members and peers throughout Tele Atlas in prompting improved models, tuning to specific product formats, and clear explanations. Specifications should take into account the physical design of the database and the practicality of implementation within Tele Atlas.</li> </ul>	15
<ul style="list-style-type: none"> <li>Assure correct support of other departments by providing an "expert service" for specifications for internal and external customers.</li> </ul>	10
<ul style="list-style-type: none"> <li>Participate in cross-functional projects across the global specifications department, maintaining familiarity with product, database, and quality specifications.</li> </ul>	5
<ul style="list-style-type: none"> <li>Assure alignment with industry standards: clearly understand relationship with standards such as ISO GDF and NDS.</li> </ul>	5
<ul style="list-style-type: none"> <li>Assure strategic research: Investigate practical options for key topics (using internal projects and direct customer contacts) taking advantage of internal and external topic experts.</li> </ul>	5

DIMENSIONS ( FIGURES CONCERNING BUDGET, REVENUES, HEADCOUNT ETC. ) :
<ul style="list-style-type: none"> <li>To Manager: Provide quarterly estimates of any required expenses such as travel, resources, training, conferences, technology, etc</li> </ul>

KEY PERFORMANCE INDICATORS/MEASUREMENTS (QUANTITATIVE, QUALITATIVE) :
<ul style="list-style-type: none"> <li>Make sure milestones are respected</li> <li>Make sure that the team delivers quality: correctness of specifications, according to current views and needs</li> <li>Make sure specifications are complete and accurate with respect to requests. (measured by account managers, product managers, customer support, engineers, operations, and customers)</li> </ul>

COMPETENCE PROFILE:			
For explanation of the competencies see COMPETENCE HANDBOOK available on the DCS	Required level of competence		
	basic	advanced	excellent
<b>KEY COMPETENCIES</b>			
<b>Working style</b>			
Reliability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Efficiency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality Driven/Continuous Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Autonomy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Innovation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Cooperation</b>			
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cross-functional thinking/overview	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pro-activity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Personal attitudes</b>			
Results Oriented	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Involvement/Commitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Integrity and Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ADDITIONAL COMPETENCIES FOR MANAGERS</b>			
<b>Managerial skills</b>			
Decision Making and Judgment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strategic and Business Acumen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business and Industry Knowledge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning and Execution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>People management</b>			
Motivational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Building and Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leading Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Basic: demonstrates ability to work in the expected way

Advanced: very experienced/competent

Excellent: a role model

QUALIFICATIONS AND SKILLS:																											
<b>Education</b> (preferred degree): University/Bachelors degree, or equal through experience, preferably in positive or applied sciences (engineering, geography, agriculture, computer science,...)																											
<b>Work experience:</b>  Required years of total work experience: <input type="checkbox"/> <1 year <input type="checkbox"/> ≥1 years <input type="checkbox"/> ≥3 years <input checked="" type="checkbox"/> ≥5 years <input type="checkbox"/> ≥10 years  Preferred experience for this position:    technical product management, technical writing and/or technical system design/management																											
<b>Technical skills:</b>  Skill (e.g. MS Office, Programming, GIS)	Required level of technical skill  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">basic</th> <th style="width: 33%;">advanced</th> <th style="width: 33%;">excellent</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			basic	advanced	excellent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
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Knowledge of database specifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Knowledge of product specifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Knowledge of geographic database design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Knowledge of map based applications( e.g. navigation, LBS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Computer literate with a good command of MS Office software	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Overall understanding of the Tele Atlas processes on technical level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
<b>Language skills:</b>  Language	Required level of language skill  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">basic</th> <th style="width: 33%;">advanced</th> <th style="width: 33%;">excellent</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			basic	advanced	excellent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
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English (required)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Local Language	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																								
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<b>Other skills (if needed):</b>  Skill	Required level of skill  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">basic</th> <th style="width: 33%;">advanced</th> <th style="width: 33%;">excellent</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>			basic	advanced	excellent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Verbal and written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																								
Information Mapping techniques	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Data Modeling techniques (eg. UML)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
State-of-the-art standards (GDF, Kiwi, XML, ..)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Time Management techniques	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Quality Management (e.g. ISO/TS 16949)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																								
Basic: uses knowledge (trained and applied) Advanced: very experienced/competent Excellent: expert/role model																											

ADA REQUIREMENT (US ONLY):