



## CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

<b>Ministry/Entity: MINISTRY OF JUSTICE</b>	
<b>Job Title</b>	Director Criminal, Civil and Family Law
<b>Job Grade</b>	JLG/LO 5
<b>Post Number</b>	
<b>Unit</b>	
<b>Division</b>	Justice Policy and Governance
<b>Reports To:</b>	Senior Director Justice Policy Analysis & Development
<b>Direct Reports</b>	
<b>Indirect Reports</b>	

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

## **A. JOB PURPOSE STATEMENT (reason for job existing)**

The Director Criminal Civil and Family Law is accountable for the provision of expert legal policy advice and analysis for the development and implementation of non-legislative, legislative, regulatory or programme proposals on highly complex, major issues and files of national and international scope impacting justice matters.

## **B. KEY OUTPUTS**

- Evidence based, integrated legal policy analysis, policies and programmes impacting the justice sector
- Expert legal advice to the Permanent Secretary, CTD Justice Policy and Governance; Senior Director, Sector Policy Analysis and Development; and other Ministry and government senior managers on the formulation of new directions, policies, legislation and programmes to ensure that proposals impacting the Criminal Civil and Family Law sector meet the needs of the government and citizens of Jamaica
- Cabinet Submissions, Cabinet notes, Cabinet Status report, ministry papers prepared
- Justice Policy Impact assessment conducted
- Justice Policy, legislative and regulatory proposals prepared
- Comments provided on policy-related documents
- Implementation of policies monitored
- Policy research briefs reviewed and developed
- Policy instruments developed

## **C. KEY RESPONSIBILITY AREAS**

### **Technical:**

- Oversees legal policy analyses and applies a policy development cycle to formulate recommendations for the justice sector on behalf of the Ministry of Justice
- Provides strategic legal policy advice and development for the Criminal Civil and Family Law sector on major and highly complex issues including files of national and international scope
- Advises senior management on emerging trends with regards to the Criminal Civil and Family Law policy matters and their impacts
- Builds relationships and works in partnership with Ministry of Justice Units/Divisions/Departments and other governmental organizations to build a strategically and coherent policy approach to justice matters to help achieve the government's priorities for the justice sector
- Develops and leads engagement strategies to involve consultation with the public in open policy development processes ensuring the public is included in all phases of the policy development cycle; develops, promotes and implements innovative consultation tools and processes
- Develops and implements knowledge management strategies and processes to ensure consistent capture of intellectual capital to support evidence-based policy making
- Coaches and mentors colleagues, Policy Analysts and secretarial support staff
- Leads policy projects and teams

- Chairs working committees
- Provides input to annual planning and budget meetings for the Division

#### **Human Resource/Administrative:**

- Monitors and evaluates the performance of direct reports, prepares performance evaluations and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals
- Participates in the recruitment of staff for the Division and recommends transfers, promotion, termination, and leave in accordance with established human resource management policies and procedures
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensures the welfare and development needs of the staff in the Division are clearly identified and addressed
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division and Ministry's goals

#### **D. PERFORMANCE STANDARDS**

- Key deliverables are produced within in an agreed timeframe to required standards
- Policy recommendations will lead to organizational improvements
- A team approach is adopted with Unit Staff
- Reports are comprehensive and submitted within established timeframe
- Confidentiality and integrity are exercised
- Welfare of staff is clearly identified and addressed
- Staff is competent and productive
- High Ethical standards are maintained in the conduct of professional and personal business
- Reports are accurate and submitted within established time frame

#### **E. REQUIRED COMPETENCIES**

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Methodical	
Integrity		Planning and Organising	
Team Work & Cooperation		Strategic Vision	
Initiative		Analytical Thinking	
Compliance		Problem Solving and Decision	
Time Management		Goal/Results Oriented	
Interpersonal		Leadership	
Adaptability		Technical Skills	
Customer and Quality Focus		Managing External Relationships	

I. Key Competencies	level
<b>Creativity and Innovation:</b> <i>Generating viable, new approaches and solutions</i>	
<b>Critical Reasoning and Analytic Skills :</b> <i>Analyzing and synthesizing information to understand issues, identify options, and support sound (evidence based) decision making.</i>	
<b>Impact and Influence :</b> <i>Influencing and gaining others' support</i>	
<b>Organizational Awareness:</b> <i>Understanding and using the workings, structure, climate and culture of the organization to achieve results</i>	
<b>Partnering and Relationship Building :</b> <i>Seeking and building alliances that further government objectives and benefit Jamaicans</i>	
<b>Knowledge and Information Management:</b> <i>Create, maintain, enhance and share intellectual capital across the Ministry in support of Ministry or Justice sector objectives; employ methods to gather intelligence, encourage open exchange of information and use quality evidence to influence action</i>	
<b>Leading People:</b> <i>The ability to design and implement strategies which maximize employees' potential, fosters high ethical standards and a healthy work climate for employees.</i>	
<b>Strategic Thinking:</b> <i>Understanding and processing complex information and exercising sound judgment, considering the situation, the issues, the key players, and levels of government involved. Proposing course of action that further the objectives, priorities and vision of the department and the Government of Jamaica.</i>	

<b>Visioning and Alignment:</b> <i>developing and inspiring commitment to a vision of success; supporting, promoting and ensuring alignment with the Ministry's vision and values.</i>	
<b>Project Management:</b> <i>Planning, implementing, monitoring and completing projects, ensuring effective management of scope, resources, time, cost, quality, risk and communications.</i>	
<b>Legislation, Policies, Procedures and Standards:</b> <i>Understanding and using relevant legislation, policies, procedures and/or standards in performing one's work.</i>	

## F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

### (a) Specific knowledge (however acquired) required to start:

- Policy Development

### (b) Qualifications and Experience

- Bachelor of Laws Degree and Legal Education Certificate
- At least five (5) years of experience in a managerial capacity
- At least five (5) years of experience providing advice and recommendations to senior management
- At least ten (10) years experience in a working legal environment, a minimum of five (5) years of which should be in the provision of legal advice in the public sector
- Experience in legal reform and policy development would be an asset.

### (c) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the industry.

## G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Agreeable office environment
- Ability to travel local and international

## H. AUTHORITY

- Recommends new strategic planning policy initiatives
- Recommends appointments, promotions and disciplinary action in keeping with human resource policies and procedures
- Recommends employment of staff
- leave, disciplinary action and promotion of direct reports according to established policies

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