



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Director Human Resource Development
Job Grade	GMG/SEG 2
Post Number	60804
Unit	Human Resource Development
Division	Corporate Services
Reports To:	Director Human Resource Development
Direct Reports	
Indirect Reports	

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)

To assist in the development and implementation of training programmes aimed at improving the productivity levels of the Ministry

B. KEY OUTPUTS

- Unit Plan with supporting budget prepared and submitted;
- Annual training needs analysis conducted;
- Training and developmental programmes formulated, delivered and monitored;
- Training schedule produced and disseminated;
- Best practices in training execution researched and implemented;
- Post training impact evaluations conducted;
- Reports prepared and submitted;
- Human and financial resources managed.

C. KEY RESPONSIBILITY AREAS

- Provides leadership, support and guidance to staff to ensure that the Unit is effectively managed;
- Develops the Unit and Work Plans with the supporting budget ensuring that all the relevant activities to be under taken and required resources are considered and that expenditures are made within the budgetary allocations;
- Plans, coordinates and directs all the activities of the functional area;
- Ensures staff is aware of and operates in accordance with all relevant laws and policies;
- Maintains effective working relations with external and internal stakeholders ensuring that the Unit provides a consistently high level of service;
- Ensures all facilitators are evaluated to determine their effectiveness
- Reviews, develops and submits for approval, training policies and guidelines to ensure congruence with MOJ's strategic direction;
- Conducts random assessments of training programmes to determine relevance/suitability;
- Convenes and attends meetings with Divisional heads and other relevant stakeholders to discuss training programmes and needs;
- Designs the training and developmental plans to support MOJ's strategic objectives;
- Prepares training plans and schedule for all Divisions within MOJ;
- Develops and manages training programmes to support the Talent Management policy;
- Contracts resource persons as necessary to conduct training;
- Maintains arrangements with local and overseas institutions to satisfy training needs of MOJ;
- Facilitates the upgrading of skills and provides career advancement and development opportunities for officers by :
- Liaising with Training/Scholarship Section of the Ministry of Finance & Planning to get information re-availability of courses and scholarships
- Keeping all employees generally informed of training available to them;

- Overseas the processing of nominations for training courses offered by MIND and other local overseas institutions;
- Ensures the development and maintenance of training and instructional materials for all in-house training programmes;
- Monitors the designing and administration of instruments to conduct evaluation of the programmes;
- Determines transfer of learning by evaluating the impact of training programmes;
- Researches and recommends improvements to instructional methodology based upon applicable psychological and educational principles;
- Researches and implements best practices for the delivery of training programmes;
- Ensures periodic audit of the training programme;
- Utilizes information and communication technology to provide training in a more efficient and effective manner;
- Facilitates distance learning and computer aided training;
- Measures and reports on the return on investment (ROI) per person for training experienced;
- Directs the redesigning of training programmes and methods of instructions where required based on analysis of post training evaluations;
- Manages an effective training information system that generates appropriate reports on training activities;
- Performs other related duties assigned by the Director Human Resource Management & Development
- Develops and manages the Unit's HR plan that addresses staff requirements and succession planning and liaises with the Director Human Resource Management & Development;
- Participates in the recruitment of staff for the Unit and ensures that they are aware of and adhere to the policies and procedures of the Department;
- Conducts periodical reviews of supervisees in accordance with work plans;
- Completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members within the Unit and implements corrective measures.
- Disseminates information to Directors and staff of training programmes, fellowships and scholarships that are available
- Informs Office of the Services Commissions of approval for officers to go on study leave or day release, travel and also to accept scholarships/fellowships
- Prepares budgets for training courses
- Requests funding for training courses
- Provides assistance and support as needed
- Performs any other duties assigned

D. PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- The Unit Plan with the supporting budget is prepared as stipulated and submitted by the due date;
- The training needs analysis is conducted as prescribed with the stipulated timeframe;
- Appropriate and relevant training programmes are designed in sync with the training needs and delivered as scheduled;
- Accurate training schedules are produced and disseminated by the stipulated time;
- Training execution modalities is researched, reported and the best practices adopted;
- Post training impact evaluations are utilized to improve the quality of training;
- Accurate, comprehensive reports are prepared in the prescribed format and submitted by the due date;
- Human and financial resources administered equitably in accordance with the relevant policies and regulations.

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		Planning and organizing	
Integrity		Methodical	
Team Work & Cooperation		Leadership	
Initiative		Negotiation skills	
Compliance		Problem solving and analytical skills	
Time Management		Decision making skills	
Interpersonal		Judgment skills	
Adaptability			
Customer and Quality Focus			

III. Other Competencies	level

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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

- Experience in creating training modules for delivery
- Excellent knowledge of curriculum development
- Excellent knowledge of management principles and practices
- sound knowledge of new and diverse training trends
- sound knowledge in the development of educational material and the conduct of educational programmes

(b) Qualifications and Experience

- First degree in the Social Sciences – Human Resource Development, Management Studies, Public Administration or equivalent qualification
- Training Certification/Teaching Diploma
- Five (5) years' experience in a training environment at a senior level

(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
- Standing for prolonged periods when delivering training programmes

H. AUTHORITY

- Recommend changes to the training policies and guidelines;
- Collaborate with external institutions for training programmes;
- Direct and monitor the amendment of training programmes;
- Recommend /disapprove the use of external training facilitators.