



JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Director Human Resource Management and Development
Job Grade	GMG SEG 4
Post Number	
Branch/Unit	Human Resources Management and Development Branch
Division	Corporate Services
Reports To:	Senior Director Corporate Services
Direct Reports	Director Human Resource Management, Director Organisational Development and Performance Management, Director Human Resource Development, Administrative Assistant
Indirect Reports	All Human Resource Management and Development Branch Officers

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 support the human resource needs of the Ministry with a view to achieve organizational efficiency and effectiveness in accordance with the vision and mission of the Ministry and the Government's Human Resource Management policies and guidelines.

B. KEY OUTPUTS

- Human resource policies and procedures formulated and implemented
- Staff recruited and retained
- Training policies developed and implemented
- HRM&D Corporate and Operation Plans prepared
- Human Resource Management Information Systems maintained
- Organisational changes developed and implemented
- Performance standards developed and systems for updating same analysed and monitored
- Industrial relations best practices and procedures implemented and maintained
- Management of the Ministry's personnel in accordance with policy and practices
- HR reports prepared

C. KEY RESPONSIBILITY AREAS

Manage the development, implementation and maintenance of human resource (HR) policies and services to foster optimal staff involvement and to promote business success

- Interprets and implements Government's HR policies
- Ensures that new or revised policies are implemented and fully understood
- Advises the Senior Director, Corporate Services on various staff related matters
- Undertakes planning with section heads to determine targets and goals for the activities of the Branch
- Maintains network links with HR Practitioners to keep abreast of new developments and best practices
- Identifies human resource gaps and develops proposals to narrow these gaps
- Recommends and interprets the Ministry's recruitment and termination policies

Conducts recruitment and retention of high caliber staff that match the requirements of the organization

- Monitors the HR functions to ascertain the effects on the operations of the Divisions and make recommendations for improvements
- Matches current employees with the approved establishment and arranges to fill existing vacancies
- Evaluates the effectiveness of present manpower in the Ministry and develops methods effectively utilizing available human resource
- Coordinates the Human Resource requirements of the Ministry's programmes including budgeting and planning
- Direct the implementation of succession plan to ensure the continuing ability to meet the needs of the Ministry
- Sits on interviewing panel
- Arranges for placement of new recruits and ensures that transfers are effected
- Provides and administers appropriate selection tools

Undertakes duties and responsibilities consequent on the delegation of the HR functions

- Undertakes duties of Secretary to the Human Resource Management Executive Committee
- Collaborates with the Chairman of the Committee and the Senior Director, Corporate Services in setting meeting agenda
- Coordinates the preparation of profiles of all staff to be appointed/promoted, employed, terminated, retired, acting appointments etc.
- Prepares Delegation Reports
- Follows up on issues from previous meetings and submits recommendations/reports to the Committee as necessary

Provides advice on Human Resource policy issues

- Advises individual member of staff of all benefits for which he/she is eligible, in keeping with condition of service policy in force from time to time
- Advises heads of section on matters affecting staff welfare
- Provides guidance to persons whose careers have been inactive for more than five (5) years in accordance with agreed guidelines for the Ministry's Career Counselling Programme
- Ensures that arrangements for medical examination of permanently appointed staff members are made
- Collaborates with Staff Benefits Branch, Public Service Establishment Division on matters relating to staff benefits
- Develops efficient and effective personnel record system in collaboration with the Senior Director, Corporate Services and Director Human Resource Management
- Keeps all rules and regulations which affect staff current and posted for their information
- Conducts periodic reviews of supervisees in accordance with work plans
- Conducts final assessment of supervisees based on performance assessment criteria and prepares performance reports
- Develops and manages the performance of the Branch's staff through skills transfer, staff motivation, setting performance targets, monitoring performance, providing feedback to staff and arranging for training
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively

To guide the provision of training and development for staff thereby ensuring that a skilled work force is provided

- Directs operational reviews and studies design to improve the workflow and processes of the Divisions
- Guides and supports the rationalization of the human resource requirements to the needs of the Branch
- Oversees the development/review of job descriptions for all positions
- Supports the promotion of the use of technology to increase efficiency
- Conducts job analysis

Monitors the Performance Management Process

- Oversees the Performance Management Process within the Branch
- Provides advice to Divisional Heads and other staff on all aspects of performance management
- Conducts spot checks and reviews of work plans and performance reports for the staff of the Branch and ensures that the performance indicators are measurable
- Reviews and monitors the performance management process on a continuous basis and manages the recognition and rewards system
- Ensures that the evaluations are conducted in an equitable and fair manner
- Resolves any disagreement which may result from the assessment process

Promote/enhance harmonious industrial relations climate

- Initiates, promotes and maintains sound industrial relations policies, procedures and practices for all employees in the organization
- Provides management advice on industrial relations matters and represents the Human Resource Management and Development Branch in negotiations with Trade Unions and Staff Association

Lead and Manage the Human Resource Management and Development Branch in the achievement of its objectives

- Guides the development and maintenance of Human Resource policy and procedure manuals
- Plans organizes and directs of the work of the Branch by overseeing the development of the corporate/operational and work plans and budget
- Conducts periodic reviews of the supervisees in accordance with work plans
- Develops and manages the Performance of the Branch and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging for training
- Conducts final assessment of supervisees based on the performance assessment criteria and prepares performance report
- Ensures that the staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively
- Maintains effective working relations with external and internal stakeholder and clients ensuring the Branch provides a consistently high level of service to them
- Devises systems and customer surveys to assess the performance of the Branch in keeping with Citizens Charter and taking corrective action as necessary

D. PERFORMANCE STANDARDS

- The percentage of policies/programmes developed and implemented in accordance with stated guidelines
- Percentage of quality staff recruited and retained
- The extent to which memoranda and comprehensive HR reports are prepared and submitted within established timeframe
- Percentage of proposed organizational changes accepted and implemented
- Extent to which Corporate and Operational plans and budget are prepared in accordance with established format and timeframe
- Percentage of staff exposed to quality training that supports to organisational objectives
- Timeliness of Human Resource interventions to promote career development
- The welfare of staff is identified and addressed
- Timeliness and effectiveness of manpower planning strategies
- Extent to which work stoppage due to industrial dispute is minimized
- Confidentiality and integrity exercised
- Timeliness of equitable and appropriate disciplinary action taken

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		Time Management	
Integrity		Planning and Organising	
Team Work & Cooperation		Negotiating skills	
Initiative		Leadership and management skills	
Compliance		Problem solving and decision making skills	
Customer and Quality Focus		Managing External Relationships	
Interpersonal			
Adaptability			

III. Other Competencies	level
Excellent human resource management skills	
Ability to exercise sound judgment	
Excellent knowledge of human resource management techniques	
Excellent knowledge of Staff Orders, Public Service Regulations	
Knowledge of Labour Laws and Industrial Relations practices	

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**a) Specific knowledge (however acquired) required to start:**

- Demonstrated skill in interpreting and applying policy and regulation
- Knowledge of Government's administrative systems

b) First Degree in Social Sciences with Advanced Training in Human Resource Management
At least six (6) years' experience in Human Resource Management field at a Senior Management 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

- Work beyond normal office hours

H. AUTHORITY

- Recommending authority for matters relating to Human Resource policy and practices
- Provides policy advice to improve efficiency and effectiveness
- Recommends Human Resource intervention strategies to promote career development
- Recommends disciplinary action for infraction by staff members
- Responsible for the Human Resource regime of the Ministry of over four hundred (400) persons