



## CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

<b>Ministry/Entity: MINISTRY OF JUSTICE</b>	
<b>Job Title</b>	Senior Policy Analyst, Restorative and Preventative Justice
<b>Job Grade</b>	GMG/SEG 4
<b>Post Number</b>	68699
<b>Unit</b>	Public Law, Restorative and Preventative Justice
<b>Division</b>	Justice Policy and Governance
<b>Reports To:</b>	Director Public Law, Restorative and Preventative Justice
<b>Direct Reports</b>	Policy Analyst
<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 Senior Policy Analyst 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 Restorative and Preventative justice matters.

## **B. KEY OUTPUTS**

- Evidence based, integrated policy analysis, policies and programmes impacting the Restorative and Preventative Justice sector.
- Expert advice to the Permanent Secretary, CTD Justice Policy and Governance, Senior Director, Policy Analysis and Development, Director, Public Law, Restorative and Preventative Justice and other Ministry and government senior managers on the formulation of new directions, policies, legislation and programmes to ensure that proposals impacting the sector meet the needs of the government and citizens of Jamaica.

## **C. KEY RESPONSIBILITY AREAS**

- Conducts policy analyses and applies a policy development cycle to formulate recommendations for Restorative and Preventative Justice sector on behalf of the Ministry of Justice.
- Provides strategic policy advice, analysis and development for Restorative and Preventative Justice sector on major and highly complex issues including files of national and international scope.
- Advises senior management and other governmental organizations on emerging trends with regards to Restorative and Preventative Justice policy matters and their impacts.
- Builds relationships and works in partnership with Ministry organizations and other governmental organizations to build a strategically and coherent policy approach to justice matters to help achieve the government's priorities for Restorative and Preventative Justice sector.
- Identifies the short- to medium term research required in support of Restorative and Preventative Justice's policy analysis and development and works in partnership with statistical research colleagues.
- Develops and leads engagement strategies to engage the public in open policy development processes ensuring the public is consulted/engaged through 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, paralegal and administrative support staff.
- Leads policy projects and teams; chairs working committees.
- Provides input to annual planning and budget meetings for the unit.

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**D. PERFORMANCE STANDARDS**

This job is satisfactorily performed when:

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**E. REQUIRED COMPETENCIES**

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

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

<b>III. Other Competencies</b>	<b>level</b>
<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>Research and analysis</b> : <i>Qualitative and quantitative information to support evidence-based decision making and policy development. Includes legal research.</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>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

- **Specific knowledge (however acquired) required to start:**

- Policy Development
- Budget

- **(b) Qualifications and Experience**

- BSc. In Law
- Certificate in Legal Education – Norman Manley Law School.
- At least five (5) years of experience developing policy.
- At least five (5) years of experience providing advice and recommendations to senior management

- **(C) Continuous Professional Development**

- Evidence of continual professional development measures taken appropriate to strategic management and leadership

## G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal working condition
- Willingness to travel locally and internationally

#### **H. AUTHORITY**

- Certifies travel claims