



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Corporate Planner
JOB GRADE: GMG/SEG 3
POST NUMBER: 51222
DIVISION: Justice Policy and Governance
BRANCH/UNIT: Strategic Planning and Performance Management
REPORTS TO: Director Corporate Planning and Evaluation
MANAGES: N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

Strategic Objectives of the Division (in which the position is located):

To develop, formulate and amend policies and legislation to support the Ministry's leadership role in the Justice Sector; lead planning and performance monitoring; conduct research, and analyse emerging issues and trends towards transforming the Justice Sector.

Job Purpose

Under the direct supervision of the Director Corporate Planning and Evaluation, the Corporate Planner coordinate the planning processes to facilitate the development of the Ministry's strategies and implementation of policies in response to the mission, vision and strategic objectives. The Corporate Planner is responsible for establishing and maintaining a system for integrating the corporate, operational planning through the Performance Monitoring and Evaluation System across the Ministry of Justice and ensures that the Ministry's corporate and operational plans and budgets are delivered to the required quality and time standards.

Key Outputs:

- An integrated and realistic corporate plan
- Annual Operational Plan produced
- Annual Report produced
- Quarterly and annual performance evaluation reports produced

Key Responsibility Areas:

- Facilitate in collaboration with the management team of the Ministry, its Departments, and Agencies, integrated Corporate Plans and programmes in accordance with Government directives, priorities and the Ministry's priority policies, programmes and initiatives;
- Ensure that the Ministry's corporate plan and annual operational plan are communicated to the Division/Unit heads throughout the Ministry its Department and Agencies;
- Advise the Permanent Secretary on matters relating to the Ministry's Corporate Plan;
- Assist the Ministry's Departments & Agencies with the preparation of their Corporate Plans to be in harmony with that of the Ministry;
- Advise on the monitoring and evaluation processes of the Ministry's performance against the corporate targets, as well as monitoring the corporate Planning Process within the Ministry and its Departments and Agencies;
- Advise on the establishment of time frame, performance indicators and target for programmes and activities that are specific, measurable and realistic;
- Analyze statistical and other information relating to the internal and external environment and ensure relevant application in the preparation of the Corporate Plan;
- Develop performance indicators to measure and report on the effectiveness of the Corporate Plan;
- Coordinate and prepare the quarterly performance reports of the Ministry's Departments and Agencies
- Facilitate the implementation of the corporate planning and evaluation processes in the Ministry
- Identifies problems and potential barriers to effective implementation of planned programmes and projects;
- Develops strategies to facilitate team building, participation and involvement of all staff in the collaboration of efforts towards achieving corporate objectives;
- Prepares and submits reports as requested;
- Undertakes any other required duties that reasonably fall within the remit of the post.

Performance Standards:

- Timely documentation of Corporate/Operational Plans, Quarterly Reports and Annual Reports

- Documentation completed to required standards and reflecting priorities of the Ministry and GOJ
- Reports are comprehensive and submitted within established timeframe
- Confidentiality and integrity are exercised
- High Ethical standards are maintained in the conduct of professional and personal business
- Reports are accurate and submitted within established time frame

Internal and External Contacts (specify purpose of significant contacts):

Internal Contacts

Contact (Title)	Purpose of Communication
Director Strategic Planning and Performance Management	<ul style="list-style-type: none"> • Provide advice and contribute to decision-making; • Identify emerging issues/risks and their implications, and propose solutions;
Senior Executives/Management in Divisions	<ul style="list-style-type: none"> • Develop and maintain effective working relationships • Collaborate, exchange information, provide strategic advice, support and feedback
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> • Develop and maintain effective relationships;
Professional Affiliations	<ul style="list-style-type: none"> • Provides expert advice and exchange information; • Identify innovation and new opportunities for the Association.
General Public	<ul style="list-style-type: none"> • Collaborate on matters, exchange information, provide advice and seek feedback

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	3	Accountability	2
Compliance	3	Analytical thinking	1
Customer and Quality Focus	3	Attention to Detail	2
Initiative	3	Coaching and Mentoring	2
Integrity	3	Corporate Planning	2
Interpersonal	3	Goal/Results Oriented	1
Oral Communication	3	Government Risk and Control	1
Team Work & Cooperation	3	Leadership	2
Time Management	3	Methodical	2
Written Communication	3	Planning and Organising	1
		Policy Development	2
		Presentation and Reporting	2
		Problem Solving and Decision-making	1
		Resilience	2
		Stress Tolerance	2
		Technical Skills	2
		Use and Application of Technology	1

III. Other Competencies
<i>Generating viable, new approaches and solutions</i>
Thorough knowledge, experience and familiarity with corporate/strategic planning and synthesizing information to understand issues, identify options, and support sound (evidence based) decision making.
Good knowledge of the Performance Monitoring and Evaluation Systems (PMES)
Qualitative and quantitative information to support evidence-based decision making and policy development. Includes legal research.
Developing and inspiring commitment to a vision of success; supporting, promoting and ensuring alignment with the Ministry's vision and values.
Understanding and using relevant legislation, policies, procedures and/or standards in performing one's work.

Minimum Required Education and Experience

(a) Qualifications and Experience

- Bachelor's Degree: Management Studies, or Public Administration. Postgraduate degree in relevant field would be an asset;
- Training in Strategic Management and/or Project Planning
- Five (5) years' relevant experience in Corporate and Operational Planning and Programme Evaluation

(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.

Authority:

- Make recommendations regarding strategic and corporate planning matters

Specific Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.