



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

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| JOB TITLE: Director Criminal, Civil and Family Law |
| JOB GRADE: JLG/LO 5 |
| POST NUMBER: 68695 |
| DIVISION: Justice Policy and Governance |
| REPORTS TO: Senior Director Justice Policy Analysis & Development |
| MANAGES: Senior Policy Analysts x 2, Administrative Assistant and Senior Secretary |

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 improve the effectiveness of the implementation of key policies, projects and administrative services that support organizational strategies to advance the achievement of goals and objectives.

Job Purpose

The Director Criminal Civil and Family Law is accountable for the provision of expert legal policy advice and analysis as it relates to criminal, civil and family law matters 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.

Key Outputs:

- Evidence based, integrated legal policy analysis, policies and programmes developed
- Expert legal advice provided
- 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

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;
- Prepares policy papers, submissions, briefs and correspondence for senior management, Permanent Secretary and Ministers.
- Builds relationships and works in partnership with the 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 paralegal and administrative 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.

Performance Standards:

- Strategic policy advice provided is sound
- Key deliverables are produced within in an agreed timeframe to required standards
- Policy recommendations will lead to organizational improvements
- Policy papers, submissions, briefs and correspondence prepared within in an agreed timeframe to required standards
- A team approach is adopted with Unit Staff
- Reports are comprehensive and submitted within established timeframe
- Engagement strategies are developed within agreed timeframe
- Knowledge management strategies and processes are developed within agreed 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

Internal and External Contacts (specify purpose of significant contacts:

Internal Contacts

| Contact (Title) | Purpose of Communication |
|---|--|
| Chief Technical Director | Instructions, Directions, Approvals, Consultation, Briefing and Reporting |
| Senior Director, Justice Policy and Development | Instructions, Directions, Approvals, Consultation, Briefing and Reporting |
| Director Legal Services | Legal Consultation and No Objection |
| Director Corporate Planning and Evaluation | Consultation/Consultative Support |
| Director Research, Modernization and Reform | Information, Consultation/Consultative Support |
| Director Management Information Services | Information Technology, Consultation/Consultative Support on relevant subject matter |
| Principal Director, Social Justice Services | Information, Consultation/Consultative Support on relevant subject matter |
| Heads of Units/Departments/Divisions | Information, Consultation/Consultative Support on relevant subject matter |

External Contacts

| Contact (Title) | Purpose of Communication |
|-------------------------|--|
| Legal Reform Department | No Objection, Consultation/Consultative Support relevant to subject matter |

| Contact (Title) | Purpose of Communication |
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| Office of the Parliamentary Counsel | Drafting, Consultation/Consultative Support relevant to subject matter |
| Court Administration Division/Judiciary | Consultation/Consultative Support relevant to subject matter |
| Attorney General's Chambers | No Objection, Consultation/Consultative Support relevant to subject matter |
| Houses of Parliament | Consultation/Consultative Support for relevant subject matter to be laid/considered in the Houses of Parliament |
| Other MDAs | Information, Consultation/Consultative Support relevant to subject matter |

Required Competencies:

| I. Core Competencies | Level | II. Technical/Functional Competencies | Level |
|----------------------------|-------|---------------------------------------|-------|
| Adaptability | 3 | Accountability | 4 |
| Compliance | 3 | Analytical thinking | 3 |
| Customer and Quality Focus | 4 | Attention to Detail | 3 |
| Initiative | 4 | Coaching and Mentoring | 5 |
| Integrity | 4 | Fiscal Management | 1 |
| Interpersonal | 4 | Goal/Results Oriented | 2 |
| Oral Communication | 4 | Government Risk and Control | 1 |
| Team Work & Cooperation | 4 | Leadership | 4 |
| Time Management | 3 | Methodical | 3 |
| Written Communication | 4 | Planning and Organising | 3 |
| | | Policy Development | 4 |
| | | Presentation and Reporting | 3 |
| | | Problem Solving and Decision-making | 4 |
| | | Resilience | 4 |
| | | Stress Tolerance | 3 |
| | | Strategic Vision | 3 |
| | | Tact | 3 |
| | | Technical Skills | 3 |
| | | Use and Application of Technology | 1 |

| I. Key Competencies |
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| Analyzing and synthesizing information to understand issues, identify options, and support sound (evidence based) decision making. |
| Understanding and using the workings, structure, climate and culture of the organization to achieve results |
| Seeking and building alliances that further government objectives and benefit Jamaicans |
| Create, maintain, enhance and share intellectual capital across the Ministry in support of Ministry's or Justice sector objectives; employ methods to gather intelligence, encourage open exchange of information and use quality evidence to influence action |
| The ability to design and implement strategies which maximize employees' potential, fosters high ethical standards and a healthy work climate for employees. |
| 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, |

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| priorities and vision of the department and the Government of Jamaica. |
| 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) Specific knowledge (however acquired) required to start:

- Policy Development

(b) Qualifications and Experience

- Bachelor of Laws Degree
- Legal Education Certificate
- At last three (3) years of experience in a managerial capacity
- At least five (5) years of experience providing advice and recommendations to senior management
- At least (5) years should be in the provision of legal advice in the Public Sector
- Certification in policy development.

(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:

- 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

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.