



## CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

<b>Ministry/Entity: MINISTRY OF JUSTICE</b>	
<b>Job Title</b>	Director, Documentation, Information & Access Services
<b>Job Grade</b>	GMG/ SEG 3
<b>Post Number</b>	
<b>Unit</b>	
<b>Division</b>	Corporate Services
<b>Reports To:</b>	Senior Director Corporate Services
<b>Direct Reports</b>	Access Officer; Records Officer 2; 2 Records Officer 1; Records Clerk
<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)**

This position exists to maintain a corporate – wide Records Management Programmes, aimed at providing the information necessary to support the organization’s mandates. This includes the development of specialized systems to manage the various records series in compliance with the Archives Act & Regulations and Government Thrust Towards Standardization of Records and Information Management Systems and adherence to the Financial Administration & Audit Act through efficient Mail and Correspondence Management Services. The incumbent is charged with the responsibility for the administrative functions of the DIAS Unit with emphasis on compliance with the Access to Information Act 2002, within the Justice portfolio.

## **B. KEY OUTPUTS**

- Comprehensive Records Management Policy & Procedures Manuals developed and promoted.
- Compliance with various pieces of legislation affecting official/ operational records  
E.g. Criminal Records (Rehabilitation of Offenders) Act.
- Ministry’s vital records programme in place
- Records committee established and functioning
- Legal requirements for the retention and dissemination of information are met
- Customers’ Informational needs addressed.
- Information needs of the Ministry are satisfied
- Departments and Ministry staff monitored regarding appropriate records management procedures
- Budgets / Estimates of Expenditure prepared.
- Staff Training needs assessed and gaps closed in collaboration with HRD
- Ministry of Justice represented in local information networks/ fora.

## **C. KEY RESPONSIBILITY AREAS**

- Develops Strategic Business Plans: Corporate/ operational.
- Develops strategies for managing increasingly complex and often conflicting interests regarding a very wide variety of access to information requests;
- Compiles an Access to Information manual containing dissemination of functions, duties, services of the Ministry and procedures for obtaining documents in sufficient detail to facilitate requests for access to records/information;
- Develops, through networking, cross reference systems for non-exempt documents for facilitating the referral process under the Access to Information Act;
- Acts as the key contact for strategic advice regarding compliance with the Archives, the retention, storage and destruction of records;
- Establishes a process for receiving, documenting, tracking investigating and taking action and all complaints concerning the Ministry policies and procedures in relation to Access to Information;
- Facilitates the conduct of internal reviews of decisions made by the Records Committee, where an internal review is sought by an Access to Information (ATI) applicant;

- Documents all issues identified by the Records Committee for referral to the Attorney General/Access to Information Unit for advice.;
- Provides policy advice on the ATI Act and other legislations arising from ATI Act issues;
- Prepares and present Ministry's case to ATI Appeals Tribunal in matters before it involving appeals against the Ministry's decision for access;
- Maintains systems in collaboration with other Units in order to facilitate the public in accessing non exempt documents;
- Exercises judgement in reviewing documents which may require partial deletion of sensitive information;
- Ensures appropriate response to requirements to disclose records as a result of litigations with specific reference to information management;
- Implements a process of receiving, documenting, tracking, investigating and taking action on complaints concerning the Ministry's policies and procedures in relation to access to information.
- Initiates reviews of the Ministry's relevant legislation, regulation, policies, procedures, programmes and information systems to ensure compliance with the Archives Act and International Standard (ISO);
- Develops long range forecasts for the Records and Information Management Programme within the Ministry;
- Provides secretarial services to a functional Records & Information Management Committee.
- Develops and administers a centralized Corporate Records and Information Management Programme;
- Plans, develops and establishes policies and procedures for operations essential to the effective delivery of information;
- Plans and design an effective vital records protection and disaster recovery programme for the Ministry;
- Recommends and monitors the implementation of appropriate security and control systems and procedures to protect the Ministry's documentation resources from loss by theft and natural disasters;
- Produces and submits reports on progress, challenges etc. and make recommendations for improvements;
- Provides technical advice to the Permanent Secretary on Records & Information Management issues
- Prepares and submits special, monthly, quarterly and annual reports to the Permanent Secretary/ Office of the Prime Minister etc
- Maintains efficient documentation systems to facilitate Managerial, Procedural and & Financial Audits.
- Advises on documents which should not be released because they fall into the exempt category;
- Represents the Ministry of Justice in local information networks and public information fora
- Prepares Budgets and Annual Estimates of Expenditure
- Guides, monitors and appraises staff performance.
- Conducts HR Functions as required.

## D. PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Effective Records Management programmes implemented
- Access to information request are handled within the agreed timeframe
- Documents delivered within the specified time frame
- Internal and external customers requesting information are adequately satisfied
- Timely submission of annual report
- Levels of complaints by the public and internal customers minimized
- Publication of comprehensive schedule of non-exempt documents completed
- Staff in the Unit is properly trained, informed
- Confidentiality and integrity exercised
- Plans are prepared in established format within agreed timeframe and supports the established objectives of the MOJ
- Budgets are in keeping with established guidelines within the agreed timeframe
- Information provided is up-to-date and timely
- Reports are produced in accordance with established formats and within the agreed timeframe
- Staff are supervised according to the MoJs established office procedures
- Effective and timely advice is provided to the Permanent Secretary
- Recommendations for corrective action and/or improvements are proactively identified in a timely manner and are fact-based.

## E. REQUIRED COMPETENCIES

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

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication	4	Use of Technology	2
Written Communication	4	Problem Solving and Decision Making	3
Integrity	4	Methodical	3
Team Work & Cooperation	4	Planning and Organising	3
Initiative	3	Leadership	3
Compliance	3	Strategic Vision	3
Time Management		Managing External Relationships	3
Interpersonal		Goal/Result Oriented	
Adaptability	3	People Management	4
Customer and Quality Focus	3		3

<b>III. Other Competencies</b>	<b>level</b>
Proven ability to manage limited resources in order to achieve challenging output targets	
Ability to exercise sound judgment	
Ability to prioritise amongst conflicting demands and make rational decisions based upon a sound understanding of the limited facts	
Working knowledge of a second language is an asset.	

**F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- (a) Specific knowledge (however acquired) required to start:**
  - Knowledge of the operations of government and ministerial portfolio responsibility
  - Exposure to Records Management in government
  - Knowledge in electronic records and record keeping systems
  - Knowledge of Access to Information Legislation
  
- (b) Qualifications and Experience**
  - First Degree in Library and Information Management Services or Archival Studies and
  - Diploma in Management Studies or Records Management
  - Seven (7) years’ experience as a Librarian or related professional field. Three years of which should be in a managerial position

Or

  - First Degree and
  - Post graduate Diploma in Library or Archival Studies
  - Eight (8) years’ experience in the field. Three years of which should be in a managerial position
  
- (c) Continuous Professional Development**
  - Evidence of continual professional development measures taken appropriate to records management, strategic management and leadership

**G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Normal working conditions expected of a Records/ Archive environment.
- Willingness to travel island wide in support of Ministerial activities

## **H. AUTHORITY**

- Determines most appropriate and relevant format and content of information disseminated to the public
- Liaises with HODs of MDAs in accordance with the ATI Act, 2002
- Recommends suitable software packages and equipment which will facilitate efficient filling and archival procedures
- Opens official letters without specific destinations
- Opens incoming letters with value
- Approves expenditure within assigned limits
- Certifies travel claims
- Signs off on preparation of unit's reports and work plans
- Recommends criteria for the selection of staff
- Recommends training programmes for staff