



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b> Policy Analyst – Restorative and Preventative Justice
<b>JOB GRADE:</b> GMG/SEG 3
<b>POST NUMBER:</b> 71176
<b>DIVISION:</b> Justice Policy and Governance
<b>REPORTS TO:</b> Senior Policy Analyst Public Law, Restorative and Preventative Justice
<b>MANAGES:</b>

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):**

### **Job Purpose**

The Policy Analyst is to support the development of policy through the research policy option; to formulate and draft policies; and is accountable for the provision of socio-economic analysis and expert advice and recommendations on leading issues for the Ministry's policy agenda.

### **Key Outputs:**

- Evidence based, integrated policy analysis and synthesis for an assigned sector.
- Reviews and analysis of major policy proposals contained in Cabinet documents and other submissions originating from Ministry organizations or other government organisations.
- Strategic recommendations for senior officials on appropriate policy responses.
- Briefing notes drafted
- Policy option identified and researched
- Policy analysis prepared
- Policy proposals reviewed
- Ad hoc requests responded to

### **Key Responsibility Areas:**

- Provides analysis and synthesizes expert advice, based on legal, economic and social analysis for the Ministry, Minister, ministerial staff, the Permanent Secretary, and senior Ministry officials on a wide range of high priority, sensitive and complex social, economic and political issues impacting the justice sector.
- Reviews and analyzes major policy proposals contained in Cabinet documents and other submissions originating from within the Ministry's organizations as well as from other government departments advising senior officials of the important issues and problems, and providing advice and recommendations on appropriate Ministry strategic responses.
- Drafts briefing notes for the Minister on proposals/documents submitted to Cabinet Committees, including formulation of advice and recommendations for the use of the Minister.
- Researches and analyzes Cabinet documents and discussion papers and other documents impacting on economic and social policies and programmes. Identifies issues of relevance to the Justice Ministry including potential impacts on the Ministry's workload and resources and formulates advice and recommendations to senior management and the Director.
- Prepares briefing notes for senior management on various issues.
- Develops and maintains strategic network of contacts with other Ministry organizations and government organizations as well as academic and international experts for the Restorative and Preventative Justice sector.
- Ensures that Policy Counsel, Directors and colleagues are aware of emerging issues of relevant to the Ministry.
- Ensures that all key areas in the Ministry are informed of any issues or Cabinet business that pertain to their mandate or areas of interest.
- Responds to ad hoc requests for information about the Restorative and Preventative Justice sector.
- Participates on, or leads project teams or inter Ministry meetings to discuss documents, concerns and interests and facilitates consensus building for the development of recommendations and proposals.

### **Performance Standards:**

This job is satisfactorily performed when:

- Policy analyses is conducted according to prescribed guidelines and format
- Strategic policy advice provided is sound
- Engagement strategies are developed within agreed timeframe

- Knowledge management strategies and processes are developed within agreed timeframe

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

**Within the Division**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Chief Technical Director	Instructions, Directions, Approvals, Consultation, Briefing and Reporting
Senior Director, Justice Policy and Development	Instructions, Directions, Approvals, Consultation, Briefing and Reporting
Director	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
Coordinator, Restorative Justice	Information, Consultation/Consultative Support on relevant subject matter
Consultant, Child Diversion	Information, Consultation/Consultative Support on relevant subject matter
Officers - Units/Departments/Divisions	Information, Consultation/Consultative Support on relevant subject matter

**Contacts external to the organisation required for the achievement of the position objectives**

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

III. Other Competencies
<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>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>

### Minimum Required Education and Experience

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

#### **(b) Qualifications and Experience**

- BSc. from a recognized university with specialization in economics, sociology, law, political science, or a relevant justice related specialization.
- At least three (3) years of experience conducting research and analysis or conducting statistical and/or quantitative economic analysis.
- Experience in researching, analysing, synthesizing and interpreting justice issues or data to provide recommendations.
- Experience using statistical software (examples: Excel, SPSS, SAS etc.) to perform statistical analysis.

#### **(C) Continuous Professional Development**

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

### Authority:

N/A

### Specific Conditions associated with the job

- Normal working condition
- Willingness to travel locally