



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

**GOVERNMENT OF JAMAICA
MINISTRY OF FINANCE AND THE PUBLIC SERVICE
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Senior Director Strategic Workforce Planning and Improvement
JOB GRADE:	GMG SEG 5
POST NUMBER:	58862
DIVISION:	Strategic Human Resource Management Division (SHRMD)
BRANCH:	Strategic Workforce Planning & Improvement
SECTION	Strategic Workforce Planning & Improvement
REPORTS TO:	Deputy Financial Secretary-SHRMD
ACCOUNTABLE TO:	Deputy Financial Secretary-SHRMD
MANAGES	<p>SUPERVISION GIVEN TO:</p> <p>a) Directly: Director Strategic Work Force Planning Director Talent and Knowledge Management Officer Administrator, Administrative Assistant, Senior Secretary (2)</p> <p>b) Indirectly: N/A</p>

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 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 created/revised

Date Received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (one line reason for job existing)

Under the general direction of the Deputy Financial Secretary – SHRMD, the Senior Director Strategic Workforce Planning and Improvement responsibility is to develop policies and programmes for ensuring that the public sector is staffed with workers that are equipped with the skills and competencies necessary to effectively and efficiently perform present and emerging jobs; research maintain and analyze relevant job related data for employment planning, human resource development, and knowledge/information management for improved performance and productivity.

2. STRATEGIC OBJECTIVES (statements of intent of what the post seeks to achieve)

- To develop policies and procedures geared towards increasing the availability of experienced and capable employees in public service by using a multi-faceted approach through succession planning, talent management, knowledge and information management and attendant human resource development strategies.
- To play a lead role in human capital development policies and procedures in the public service and acts as chief advisor to the Deputy Financial Secretary and other members of the senior management team and staff on portfolio related matters.

3. KEY OUTPUTS (results, deliverables)

- Talent and succession planning polices developed
- Workforce planning framework and strategies developed
- Succession Planning Framework/Programmes developed
- Scholarships and Assistance Policies and Programmes developed and implemented
- Matrix of jobs and required skills and competencies (Skills Bank) developed
- Policies and Procedures for Knowledge Management developed
- Cabinet Submissions/Notes
- Technical Advice and recommendations provided
- Research conducted and reports prepared
- Divisional Budgets prepared
- Divisional operational Plans prepared
- Work plans preared

- Performance Monitored and Evaluated

1. KEY RESPONSIBILITY AREAS

MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES

- Participates in and contributes to the development and implementation of the Divisional strategic and operational plans and budgets;
- Ensures proper governance and accountability;
- Develops procedures to guide the work Unit;
- Prepares and presets routine and ad hoc reports;
- Contributes to the development of divisional reports (annual and other wise);
- Attends and represents the Division at local and international meetings/conferences and other fora;
- Administers transactional human resource service to supervisees
- (e.g. leave recommendation, attendance monitoring).

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Leads the development of a public sector wide workforce planning framework that can be used (adopted by) MDA's
- Leads workforce planning research and insight to identify the most optimal sources of needed talent in the public sector;
- Facilitates alignment between the Business Strategy and the Human Capital Strategy;
- Leads the design and development of systems for forecasting and quantifying workforce gaps/risks;
- Leads the provision of on-going information, assessment and interpretation of the public sector workforce – analyzes trends and forecasts
- Leads the processes involving the Government of Jamaica's (GOJ) Scholarships and Assistance Programmes and Bonding and Compliance Programmes;
- Reviews and makes policy recommendations to GOJ, local and international donor organizations and other entities on issues affecting the implementation of scholarship and assistance programmes;
- Develops policies and procedures geared towards the identification, selection and development of a cadre of senior professionals to assume key roles/positions in the government services;
- Leads the collaborative processes involving developing and implementing succession planning, leadership development and talent management in the public service;

- Fosters a high degree of engagement with public sector entities, private sector entities (national and international) to develop programmes for the cross fertilization and transference of skills aimed at strengthening the public service;
- Assists with planning and organizing of the Public Sector Human Resource Management Network activities;
- Develops policies and procedures that align talent management plans with the business goals/objectives of the MDAs;
- Designs programmes for talent pool development and management
- Develops policies and procedures for the management of the public sector employee census and skills bank;
- Develops policies and procedures for capturing, sharing and using organizational knowledge for improved performance;
- Develop policies and guidelines/framework for organizing, representing and accessing content and expertise for knowledge sharing;
- Implements systems to establish strong relationships with subject matter experts, specialists and practitioners for effective knowledge sharing;
- Develops programmes to capture, encode and present expert (specialized) knowledge in shared knowledge repositories/databases;
- Leads the development of protocols for information access and dissemination;
- Leads cost benefit analyses activities.
- Advises the Deputy Financial Secretary (DFS) on the implementation of portfolio related policies and programmes;
- Provides technical advice to the DFS and senior public officers and bodies;
- Prepares Cabinet Submissions, reports, briefs and other documents as required by the Hon. Minister, Financial Secretary and DFS;
- Develops strategies and actions geared towards continued development of service offerings of portfolio responsibilities;

HUMAN RESOURCE RESPONSIBILITIES

- Provides leadership and guidance to staff through effective planning, delegation, communication, mentoring and coaching;
- Employs strategies that foster a culture of quality work, team work, empowerment, commitment and open communication;
- Evaluates and monitors the performance of direct supervisees;
- Ensures that the performance of staff in the Branch are monitored and evaluated and appropriate strategies implemented;
- Participates in the recruitment of staff;
- Fosters a harmonious environment;

- Administers conditions of service (e.g. approves leave, recommends transfer et cetera).

Customer Service Responsibilities

- Maintains customer service principles, standards and measurements;

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

<h3>5. PERFORMANCE STANDARDS (how success will be measured)</h3>

- Workforce planning framework development and implemented as agreed;
- Succession and talent management policies developed in accordance with applicable best practices and programmes implementation monitored;
- Knowledge Management Programmes developed and information dissemination done in accordance with agreed protocols;
- Advice is technically sound and given within agreed timeframe;
- Technical Reports of the highest quality;
- Reports meet quality standards and produced within the stipulated timeframes;
- Cabinet notes prepared and submitted within agreed timeframes;
- Branch Operational Plans developed according to format and submitted on time;
- Individual Work Plans produced and submitted on time;
- Performance Management processes executed in accordance with established procedures and timeframe;
- Administration of conditions of service for staff in Branch conducted in accordance with GOJ established procedures;

<h3>7. AUTHORITY (decisions you have the power to make or recommend)</h3>
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- Recommends Human Resource Policy on portfolio related matters;
- Recommends new policy development;
- Recommends scholarship awards;
- Approval of expenditure within budget;
- Convene meetings

8. RESOURCES MANAGED (budget, purchases, other assets)

- Budget for the Branch

9. CONTACTS (Liaises with)

Internal

<u>Contact</u>	<u>Purpose</u>
Financial Secretary	Provide and receive information
Deputy Financial Secretary	Direct reporting
Branch/Unit Directors	Consultation/Information gathering
Information Technology Unit	Development, implementation and maintenance of appropriate computer technology to aid in business processes
All staff	Sharing and receiving of information

External

<u>Contact</u>	<u>Purpose</u>
Donor Agencies (local and International)	Consultation/advice
Professional Bodies	Consultation/advice
Senior Staff in MDAs	Obtain and share information

11. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- Work will be done in a standard office environment using standard office equipment (computer, photocopier et. Cetera).
- High degree of pressure from time to time.

Required Competencies (Core and technical to be specified):

Specific Knowledge

- Sound Knowledge of workforce planning and talent management.
- Sound Knowledge of succession planning
- Deep knowledge in organizational development
- Good understanding of scholarship administration and donor programmes
- Good understanding of knowledge and information management
- Proven ability to lead a team of professionals in a strong and effective partnership
- Skilled in persuasion and reasoned arguments in managing change
- Strong awareness of modern public sector administration and current trends/best practices
- Knowledge of preparation of Cabinet Submission/Note
- Required skills and competencies
- Excellent leadership
- Excellent planning and organization skills
- Excellent interpersonal skills
- Good written and oral presentation skills
- Ability to conduct research and interpret findings
- Computer literate in relevant computer software

10. MINIMUM QUALIFICATION AND EXPERIENCE

- Masters'/ Bachelors' Degree in Human Resource Development, Organizational Development, Organizational Design, Public Administration/Policy
- At least 7 years progressive experience in the field of human resource development in the public or private sector or any equivalent combination of education and training that provides the required knowledge