

THE JUDICIARY
COURT ADMINISTRATION DIVISION

JOB DESCRIPTION

JOB TITLE	Public Education Officer
PRESENT GRADE	MCG/IE 3
POST NUMBER	63824
DIVISION	Client Services, Communication and Information
REPORTS TO	Senior Public Relations Officer MCG/IE 5
DIRECT REPORTS	None
INDIRECT REPORTS	None

JOB PURPOSE (reason for job existing)

Under the direct supervision of the Senior Public Relations Officer MCG/IE 5), the Public Relations Officer (MCG/IE 3) is responsible for planning, implementing and coordinating public education and outreach initiatives that promote awareness and understanding of the Judiciary's roles, functions, policies, programmes and services among stakeholders and the general public.

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

- To increase public awareness and understanding of the roles and functions of the Judiciary.
- To improve public knowledge of the processes and systems used within the Supreme Court, Court of Appeal and Parish Courts.
- To support transparency, public trust and confidence in the justice system through effective communication and engagement.

KEY OUTPUTS (results, deliverables)

- Public education plans and programmes developed and implemented
- Reports prepared (public opinion surveys, outreach activities, monthly, quarterly and annual reports)
- Coverage and documentation of public education and outreach events

- Print and electronic information products produced (newsletters, brochures, posters, website content, etc.)
- Information disseminated to stakeholders and the public
- Publications and educational materials prepared and edited
- Community and stakeholder outreach activities conducted
- Presentations delivered at stakeholder and community events
- Judiciary and CAD brand visibility and public image enhanced

KEY RESPONSIBILITY AREAS (activities)
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- Implements, monitors and evaluates the CAD's public education programmes and provides feedback to inform continuous improvement.
- Develops and executes public education strategies in keeping with CAD and Judiciary communication objectives.
- Prepares written reports on meetings and engagements with non-governmental organisations, community groups and other stakeholders for the information of the Director of Court Administration and the Chief Justice.
- Coordinates and participates in community outreach activities, including fairs, meetings, workshops, seminars and training sessions.
- Delivers oral presentations and disseminates information on the Judiciary's and CAD's programmes, policies and services.
- Assists with the preparation and editing of publications, reports, speeches and articles for the Chief Justice, President of the Court of Appeal, Director of Court Administration and other senior officials.
- Coordinates the island-wide distribution of print and electronic information materials, including newsletters and brochures.
- Monitors media content and provides research support to facilitate timely and appropriate responses.
- Maintains accurate records of print and electronic media content relevant to the Courts and the Justice Sector.
- Manages and logs calls and requests for information, ensuring timely follow-up and responses.
- Prepares and processes files for bill payments and follows up to ensure timely payment to service providers.
- Contributes to strategic planning and the development of communication and public relations proposals.
- Monitors courts to ensure print and information services are delivered efficiently and in accordance with established standards.

CONTACTS

Internal

Contact	Purpose
Senior Public Relations Officer	Guidance, work assignments, reporting
Director, Client Services, Communication & Information	Policy direction, coordination
Director of Court Administration	Reporting, information sharing
Judiciary and CAD Staff	Information sharing and implementation

External

Contact	Purpose
Print and electronic media	Information dissemination and engagement
Public Sector Organizations	Collaboration and Information Sharing
Justice sector stakeholders	Coordination and information sharing
Schools and Civil Society Organizations	Public Education Outreach

PERFORMANCE INDICATORS (how success will be measured)
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- Web-ready and public information produced and disseminated within agreed timelines.
- Accurate and high-quality documents prepared within specified timeframes.
- Outreach and public education activities conducted as scheduled.
- Timely, relevant and appropriate advice provided to supervisors and stakeholders.
- High standards of integrity, professionalism, confidentiality and compliance maintained.

KEY COMPETENCIES

Required Competencies (I. and II see PMAS Competency Framework for behavioural attributes)			
I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Planning & Organizing	3	Strategic Vision	2
Technical skills	3	Analytical Thinking	2
Integrity	3	Managing External Relationships	2
Team Work and Cooperation	3	Managing Partners	2
Goal & Results oriented	3	Leadership	2
Compliance	3	People Management	2
Interpersonal skills	4	Impact and influence	3
Adaptability	3	Social Skills	4
Customer and Quality Focus	4	Methodical	4

Oral Communication	4	Problem Solving & Decision Making	3
Initiative	4	Use of Technology	3
Written Communication	4	Change Management	1

MINIMUM QUALIFICATION AND EXPERIENCE

- First Degree in Mass Communication/Public Relation/ English from a recognized institution.
- Certificate or Diploma in Education
- Minimum of three (3) experiences in communication/ public relations, teaching and community relations programmes, in an organisation of similar size and complexity.

AUTHORITY

- Prepares draft advertisement layouts for public education initiatives.
- Communicates with the press and media in consultation with the supervisor.
- Reviews and approves the layout of educational publications for the CAD in accordance with established guidelines.

WORKING CONDITIONS

- Travel to Court Offices Island-wide as well as to private sector organisations, schools, stakeholder and civil society group meetings.

VALIDATION

This document is validated when CMDs Branch agreement is signified below:

Name of CMD Officer_____

Job title of CMD Officer_____

Signature of CMD Officer _____

Date_____