



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
COURT ADMINISTRATION DIVISION

JOB TITLE:	Director – Strategic Planning, Performance Monitoring & Evaluation
JOB GRADE:	GMG/SEG 4/Band 10
DEPARTMENT/DIVISION:	Court Administration Division
BRANCH	Strategic Planning, Risk & Performance Management Branch
REPORTS TO:	Senior Director – Strategic Planning, Performance & Project Management
ACCOUNTABLE TO:	Senior Director – Strategic Planning, Performance & Project Management
MANAGES:	Strategic Planning Analyst (x3) and Administrative Assistant

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

1. STRATEGIC OBJECTIVES OF THE DIVISION

TBD

2. JOB PURPOSE

Under the leadership and direction of the Senior Director – Strategic Planning, Performance & Project Management, the Director – Strategic Planning, Performance Monitoring & Evaluation is responsible for proactively directing the ongoing development/modification and implementation of strategic, corporate and operational plans to ensure synchronization with the defined strategic goals of the divisions/ regions¹ of Judiciary. This role also supports the performance management of the various plans and developing mechanisms to support corrective/improvement initiatives.

3. KEY OUTPUTS

- Judiciary Strategic Business, Operational, Corporate and Operational Plans Developed/Produced
- Coaching Materials Developed and Presented
- Advice and interpretation Provided
- Partnerships and Alliances maintained
- Annual/Quarterly/Monthly/Periodic Reports Prepared
- Individual work plan developed
- Staff Coaching and Appraisals conducted

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Directs the development, coordination and implementation of the strategic/corporate planning and performance management processes for the entire Judiciary.
- Develops and conducts coaching sessions with the Judiciary on Corporate Planning to ensure that Senior Executives and Line Staff understand its scope while simultaneously strengthening the planning process within the Judiciary.
- Develops, implements and maintains the Judiciary's Strategic Business and Operational Plans.

¹ A Region constitutes all courts in three to four parishes island-wide or a combination of the Supreme Court, Court of Appeal and the CAD.

- In collaboration with the Senior Director – Strategic Planning, Risk, Projects & Performance Management, to determine an effective format and arrange the Judiciary’s Strategic Planning Meeting/Retreat.
- Provides strategic analysis and advice on policy issues.
- Designs and implements training modules aimed at strengthening the planning and performance management processes within the Judiciary.
- Develops, implements and maintains protocols to liaise with the Principal Finance Officer and Director – Management Accounting (CAD) to ensure that the Judiciary’s Corporate Plans directs its budget.
- Guides the progress of work in relation to the Judiciary’s Operational Plans and Quarterly and annual reports, identify barriers to success and recommend strategies/activities to overcome them where necessary.
- Manages the preparation of quarterly and annual reports on the Judiciary’s overall performance.
- Monitors and evaluates the performance of divisions/programmes to ensure that targets are met or re-scheduled in a timely manner.
- Identifies, assesses and evaluates the risks in relation to the outputs and deliverables in the Judiciary’s Plans.
- Confers with the staff to obtain data required for planning, analysis and evaluation activities.
- Assists with the development, implementation and maintenance of Performance Management and Evaluation systems to track the operations of the Judiciary’s policies, programmes and projects against the various plans.
- Manages in designing systems for acquiring and recording progress information on projects/programmes of the Judiciary and the implementation of decisions taken in respect of policy and operational issues.
- Develops and manages corporate strategies to get desired input from the Judiciary’s clients for corporate planning and programme evaluation exercises.
- Supervises the collection of and tabulating of data from all available sources to be analysed and utilized in the development of programmes and policies and programmes of the Judiciary.
- Represents the organisation in negotiations, including those that are cross-ministerial, to achieve effective solutions in challenging relationships, ambiguous and conflicting positions.
- Establishes and maintains linkages with similar international organizations to keep abreast of external trends and policy directives that impact directly on the portfolio responsibilities of the Judiciary.
- Keeps current with the latest tools/techniques in Corporate Planning mechanisms to determine what new solutions and implementations will meet Judiciary’s business requirements.

Management/Administrative Responsibilities

- Directs the alignment of the Section's corporate/operational plans and budget with the organisation's strategic objectives and priority programmes.
- Maintains mechanisms to effectively coordinate the alignment of plans, programmes and projects of the Division in order to ensure a cohesive and complimentary execution of policy and programme initiatives.
- Participates in and coordinates the development of the strategic direction of the organisation.
- Prepares and submits performance and other reports relating to the achievement of targets for the organisation as required and ensures timely submission of all documents/information requested from the Branch.
- Develops Individual Work Plan based on strategic alignment with CAD's/Judiciary's Operational Plan.
- Establishes and maintains various Strategic Planning Committees and Technical Working Groups that make recommendations for the implementation of improved procedures and systems.
- Represents the CAD at sittings of the Public Administration and Appropriations Committee (PAAC)/ Public Accounts Committee (PAC), meetings, conferences and other fora as needed.
- Prepares reports and project documents as required.
- Prepares and delivers HRM & D presentations as needed.
- Sets and approves customer service principles, standards and measurements.
- Identifies and incorporates the interests and needs of customers in business process design.

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit professionals who possess outstanding knowledge, experience, ethics, and integrity.
- Evaluates and monitors the performance of staff in the Division and implements appropriate strategies.
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned.
- Participates in the recruitment and training of staff of the Division.
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures.
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity.
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews.
- Ensures the well-being of staff supervised.
- Effects disciplinary measures in keeping with established guidelines/practices.

Other Responsibilities

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

5. PERFORMANCE STANDARDS

- Judiciary Strategic Business, Operational, Corporate and Operational Plans Developed/Produced in accordance with GOJ priorities, approved formats and timelines.
- Coaching Materials Developed and Presented in accordance with GOJ priorities, approved formats and timelines.
- Stakeholder Relationships and Partnerships established and maintained are consultative, cordial and in accord with agreed timelines.
- All operating guidelines, policies and procedures are documented and current.
- Reports, technical papers, and publications are appropriately prepared and submitted within the required timeframes.
- Recommendations and or advice on strategic planning provided are evidence-based (supported by qualitative/quantitative data) and delivered within agreed timeframes.
- Annual/Quarterly/Monthly performance reports are prepared in accordance with the agreed format, are accurate and submitted on time.
- Individual Work Plans developed in conformity with established standards and within agreed timeframes.
- Staff coached and appraisals completed and submitted in accordance with agreed timeframes and standards.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. AUTHORITY

- Drafts Overall Strategic, Business and Operational plans.
- Recommends new policy development and/or changes concerning Strategic Planning, Risk Management, Monitoring, Evaluation and Project Management.
- Recommends new policy, policy changes, programmes and project development initiatives for court operations.
- Implements new measures and procedures to enhance the Judiciary's strategic and technical capabilities.
- Recommends staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues.
- Recommends relevant training and development programmes for direct reports to enhance knowledge and performance.

7. INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)

Internal Contacts

Contact (Title)	Purpose of Communication
Director Court Administration/Chief Executive Officer Senior Director Strategic Planning, Risk, Projects & Monitoring	<ul style="list-style-type: none"> • Provide advice and contribute to decision making; • Identify emerging issues/risks and their implications, and propose solutions; • Receive guidance and provide regular updates on key Strategic Planning issues and priorities.
Senior Executives/Management Judges, Masters, Registrars, etc.	<ul style="list-style-type: none"> • Develop and maintain effective working relationships • Collaborate, exchange information, provide strategic advice, support and feedback
Finance & Accounts	<ul style="list-style-type: none"> • Develop and maintain effective working relationships on matters financial resourcing/Budget
Direct Reports	<ul style="list-style-type: none"> • Provide coaching, guidance and support.
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
Ministry of Justice	<ul style="list-style-type: none"> • Receive authoritative advice on key policy and legislation initiatives and provides expert operational advice on Strategic Planning matters; • Optimize engagement, consultation, negotiation and facilitation of policy and programme alignment, implementation and response; • Collaborate on strategic planning interventions to influence decisions, support initiatives.
Ministries/Departments/Agencies	<ul style="list-style-type: none"> • Establish effective high-level networks with key stakeholders to enable performance benchmarking, monitor industry trends, maintain currency, and collaborate on common issues to emerging and future issues; • Optimize engagement, consultation, negotiation and facilitation of policy and programme alignment, implementation and response.

Contact (Title)	Purpose of Communication
	<ul style="list-style-type: none"> Collaborate on strategic planning interventions to influence decisions, support initiatives.
Key Stakeholders – such as Cabinet Office, PIOJ etc.	<ul style="list-style-type: none"> Engage with key contacts to implement, monitor and evaluate Strategic Planning initiatives; Collaborate on strategic planning interventions to influence decisions, support initiatives.
Regional and International Bodies	<ul style="list-style-type: none"> Receive authoritative advice and provides reports on Strategic Planning & Research matters impacting Jamaica; Optimize engagement, consultation, negotiation and facilitation of policy and programme alignment, implementation and response.
Technical Committees	<ul style="list-style-type: none"> Foster effective proactive relationships with other stakeholders, in particular community and/or industry groups for whom Strategic Planning impacts are most critical
NGOs and Community Interest	<ul style="list-style-type: none"> Foster effective proactive relationships with other stakeholders, in particular community and/or industry groups for whom Strategic Planning impacts are most critical
Other Stakeholders, example: Professional Bodies, Academia, etc.	<ul style="list-style-type: none"> Foster effective proactive relationships with other stakeholders, in particular community and/or industry groups for whom Strategic Planning impacts are most critical
General Public	<ul style="list-style-type: none"> Receive and share information

8. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Thorough knowledge of strategic planning and evaluation techniques and budget management.
- Excellent knowledge of Corporate/Operational Planning and Budgetary processes and procedures.
- Excellent knowledge of Performance Monitoring Techniques and their applications.
- In-depth knowledge and expertise in quantitative and qualitative methodologies, reporting, data quality assessments, data analysis and presentation.
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programmes.
- Excellent knowledge of the Government's governance, accountability and accounting framework, including relevant guidelines, regulations and legislation.
- Excellent capability to track project benefits realization and lessons learnt activities to feed into on-going improvements.
- Ability to monitor and report on project budgets across the portfolio at stakeholder and Sponsor levels.
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups.
- Familiarity with procedures, policies and legislation governing the machinery of government.
- Excellent presentation, written and oral communication skills.
- Ability to prioritize amongst conflicting demands, solve business problems and make rational decisions based upon a sound understanding of the facts in limited time.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.
- Proficiency in the use of statistical (SPSS) and other relevant computer applications.
- Advanced IT skills in relation to Word, PowerPoint and MS Project or other project tool.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Policy/Public Sector Management/Public/Business Administration, or similar discipline.
- Five (5) years' experience in a general management environment in a large organisation, with at least Two (2) years in a Strategic Planning or Policy or Risk management capacity.

10. SPECIAL 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.