



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Director, Risk Management</b>
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Policy Planning and Development Division/ Risk Management Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Director, Policy, Planning and Development
<b>MANAGES:</b>	Risk Management Analyst

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

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**1. JOB PURPOSE (Reason for Existence)**

Under the general direction of the Director, Policy, Planning and Development, the Director, Risk Management is responsible to design, develop, implement and lead the Ministry's Risk Management Programme.

**2. KEY OUTPUTS (Results, Deliverables)**

- Mechanisms for the Ministry's operational and strategic risk management developed;
- Guidance and training for Emergency Risk Management (ERM) provided;
- Risk Management activities facilitated;
- Risk appetite reviewed and challenged;
- Risk Registers reviewed;
- Advice provided;
- Reports prepared and submitted.

**3. KEY RESPONSIBILITIES (Activities, Tasks)****A.) Management/Administrative Responsibilities**

- Participates in the development of the operational plan and budget for the Policy, Planning and Development Division;
- Prepares individual work plan;
- Prepares monthly management report on activities undertaken.

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**B.) Technical/Professional Responsibilities;**

- Liaises with the Permanent Secretary in regards to the establishment and maintenance of a suitable system of internal controls and risk management for the Ministry;
- Oversees the development, implementation and maintenance of the Risk Management Programme;
- Formulates risk management policies, procedures and standards in conjunction with Senior Management and Risk Management Committee;
- Leads, promotes and improves the ERM and risks framework and coordinates a risk management programme that includes all aspect of risk to the Ministry;
- Develops an annual risk management plan and coordinates overall risk management activities within the ministry, departments and agencies (MDA's);
- Identifies and describes risk appetite;
- Provides guidance and advice to the Permanent Secretary and managers on Risk Management;
- Provides advice and guidance to operational management in supporting creation of key performance indicators while providing further support in the early identification of risk trends;
- Drives consistency in documentation of risk assessment and reporting;
- Reviews and challenges risk appetite to the extent of which the ministry is willing to accept to meet its objectives or to take advantage of an opportunity;
- Reviews Risk Registers to identify which strategic objective the risk could impact, causes, consequences and what action could be taken;
- Works closely with the Financial, Legal, Information Technology, Internal Audit operation teams, to ensure complete high quality reporting for Executive Management and the Risk Management and Audit Committees;
- Provides recommendations to further promote awareness and affect positive change in the risk culture across the Ministry while meeting RM objectives and alignment of the overall strategic goals.

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- Conducts research on industry leading practices for risk governance matters pertaining to the healthcare sector;
- Participates on committees, attends meetings relating to risk management activities and the maintenance of risk management in the ministry.

### **C.) Human Resource Responsibilities**

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Reviews and approves the individual work plans of staff supervised;
- Supervises and evaluates the performance of staff to ensure that work output is consistent with the work plan;
- Disseminates information to staff re changes in policies, procedures and other matters to ensure that high levels of compliance are maintained;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Branch's /Division's goals;
- Fosters an atmosphere of trust, high ethical and confidential standard;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff is provided with adequate and appropriate physical resources to undertake duties efficiently and effectively;
- Recommends vacation leave and approves sick and departmental leave for staff in keeping with established Human Resource policies and procedures;
- Participates as required in disciplinary proceedings involving staff;

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- Conducts ad hoc meetings with staff supervised.

**D.) Other Responsibilities:**

- Performs any other related duties, as assigned by the Permanent Secretary and the Director, Policy, Planning and Development.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Operational and strategic risk management mechanisms developed and implemented in accordance with established guidelines and in keeping with the strategic objectives of the ministry;
- Guidance and training for Emergency Risk Management (ERM) provided on a timely basis;
- Risk Management activities facilitated in keeping with the ministry's agreed objectives and timely internal decision making;
- Risk appetite reviewed and challenged in keeping with the Government of Jamaica's expectations and the ministry's strategic objectives;
- Risk Registers reviewed in accordance with established standards and at agreed intervals ;
- Advice provided are technically sound and timely;
- Reports prepared are accurate, comprehensive and submitted in a timely manner;
- High ethical standards are maintained in the conduct of professional and personal business.

**5. INTERNAL AND EXTERNAL CONTACTS**

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## i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Obtain and provide advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Policy, Planning and Development	Obtain and provide advice, receive directives and guidance, issues relating to risk management, - information regarding portfolio and provide feedback
Risk Management and Audit Committees	Collaborate, discuss and review design of ERM and audits reports, obtain and share information.
Senior Directors/ Programme Managers	Matters relating to possibly risk and risk management
Regional Health Authorities – Regional Directors, CEO’s in Departments and Agencies	Matters relating to possibly risk and risk management

## ii) External Contact

Contact	Purpose of Communication
Risk Managers/Officers in other Ministries	Matters relating to risk management arrangements and challenges

## 6. REQUIRED COMPETENCIES

### Core

- Ability to communicate effectively orally and in writing;
- Ability to define duties clearly;
- Good interpersonal skills and people management;
- Good decision-making and critical thinking skills;
- Good leadership, networking and relationship-building skills;
- Strong analytical and problem solving skills;
- Good planning, organizing, time management and reasoning skills;

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- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Negotiating skills;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

#### **Technical**

- Sound knowledge of Government's regulations and procedures;
- Sound knowledge of Government's administrative systems and operations management;
- Strong knowledge of the Ministry's policies and procedures;
- Strong knowledge of Enterprise Risk Management Model, Risk Control and Crisis Management;
- Sound understanding of macro issues;
- Knowledge of research methodology;
- Proficiency in the use of relevant computer software and computer applications.

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**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Master's Degree in Risk Management, Finance, Economics, Business Administration or related field;
- 5 - 7 years plus working experience, three (3) of which as a Risk Manager or Management Consultant ,
- Certified Risk Management or Professional Risk Management or Associated Risk Management designation required.

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours as the need arises;
- Required to travel locally.

**9. AUTHORITY TO:**

- Review and challenge risk appetite;
- Review Risk Registers;
- Conducts research on industry leading practices for risk governance

**10. WORKING CONDITIONS**

- Normal office conditions;

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