



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Human Resource Planning and Development
JOB GRADE:	GMG/SEG 3
POST NUMBER:	27961
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
SECTION/UNIT:	Human Resource Planning and Development Unit
REPORTS TO:	Director, Human Resource Management and Development
MANAGES:	2 Planning Officers GMG/SEG 2 2 Training and Development Officer GMG/SEG1 1 Senior Training Officer GMG/AM 4 (Proposed) 1 Secretary 2 OPS/SS 2

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

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Director, Human Resource Management and Development the Director, Human Resource Planning and Development ensures that planning and development policies and procedures are developed and implemented in keeping with the Strategic and Operational Human Resource goals of the Health Sector.

The incumbent is also responsible for delivering or facilitating the delivery of training and staff development in keeping with the training needs of the Ministry

2. KEY OUTPUTS (Results, Deliverables)

- Strategic Human Resource Development and Operational Plans developed and implemented;
- Budget prepared and implemented;
- Planning and Development Policies and Procedures developed;
- Policies, goals and objectives for critical priority areas of human resource management in the health care sector established;
- Training Needs Assessment completed;
- Comprehensive database of the required cadre of professional, technical and administrative staff developed and maintained;
- Funding for training sourced;
- Orientation programme developed;
- Individual Work Plan developed;
- Staff performance managed and evaluated;
- Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Develops and implements annual operational plans based on the Strategic Human Resource Plan;
- Develops annual budget and ensures that expenditure is kept within budget;
- Develops individual Work Plan;
- Monitors the implementation of the Units Work Plan and the Human Resource Planning and Development Plan;
- Monitors activities of Training Schools (Kingston School of Nursing –Parallel Programme and School of Critical Care);
- Reviews and recommends amendments to Human Resource Planning and Development policies and strategies based on the impact of implementation and ensures their alignment with the ministry's strategic objectives and best practices;
- Prepares and submits activity reports as required.

B.) Technical /Professional Responsibilities:

- Develops a Strategic Human Resource Development Plan for the health sector, which is consistent with the policy objectives of the Ministry of Health and established staffing and productivity norms and standards for indicated levels of service;
- Ensures the development of criteria for cadre complements and for career mobility for each category of health worker;
- Collaborates with the Human Resource Management Unit in developing a comprehensive database of the required cadre of professional, technical and administrative staff necessary for the functioning of the Ministry of Health and its agencies including the four (4) Regional Authorities;
- Collaborates with the Human Resource Management Unit in reviewing and analysing the Ministry's manpower needs and makes recommendations to management for adjustment to the Ministry's structure and manpower where necessary;

- Collaborates with the Planning Officers in the ongoing assessment of the adequacy of the numbers, categories and levels of health sector personnel and in the development of a strategic Manpower Plan based on the projected needs of national health sector;
- Conducts studies/research to determine reasons for attrition of personnel within the public health sector;
- Determines, in conjunction with Regional Technical Directors and Directors, Human Resource Management and Industrial Relations, the existing provisions for cadres of staff for each professional and administrative group as a whole and within specific regions and hospitals;
- Keeps abreast of quantitative changes contemplated for staffing within the regions in response to demographic and epidemiological trends;
- Liaises with technical staff, particularly those with knowledge of specific programmes and with professional associations to carry out aspects of analysis of data;
- Checks the Human Resource Plan Staffing Profiles to detect turnover of staff due to retirement and assesses and projects human resource needs particularly with respect to professional technical skill areas;
- Collects and analyses data on attrition for groups, subgroups at the hospital, regional and national levels to project staffing needs within the public health sector and consequently training needs;
- Maintains comprehensive and detailed information on existing training institutions, courses offered at various levels, qualifications, rates of induction and length of courses so that good estimates can be made of expected supply in various areas/groups;
- Compares projected needs in terms of cadre, with supply emerging from training and takes into account attrition to determine the areas of serious shortfall;
- Ensures that an organized retention programme is implemented to reduce the attrition rate of qualified professionals, and analyses and reports on the effectiveness of the programme;
- Participates in the development and/or identification of career paths for professional, technical and administrative groups;

- Leads in the conduct and analyses of training needs assessment for the Ministry of Health;
- Advises on the areas of critical shortfall which should indicate priorities for the Ministry's training plan and the numbers and levels at which training is required;
- Collaborates with the Training and Development Officers to implement policies and procedures for training of staff, particularly in respect of international agreements and effectively responds to international offers by providing a central point for determining professional and technical training and development needs;
- Collaborates with the Training and Development Officer in reviewing and evaluating training plans and programmes for improvement;
- Facilitates the circulation of training opportunities and the requisite selection processes;
- Provides guidelines and information on in-service training programmes to the agencies and Regional Health Authorities;
- Reviews proposals, faculty and facilities for the training of health personnel to ensure adequacy, appropriateness and relevance;
- Participates in the determination of programmes to be supported by the Ministry of Health and the extent of financial support;
- Participates in the bonding policy and process for personnel benefiting from scholarships and fellowships channelled through Ministry of Health;
- Liaises with Regional Authorities/Directors and Senior Technical Officers to arrive at the appropriate guidelines for reviewing at intervals, education and training programmes, curricula and facilities for training of health care personnel to ensure adequacy;
- Defines policies for financing health sector training, including sponsorship from the private sector and student cost sharing;
- Identify and pursue funding for training projects and ensure that projects are run within budget;

- Collaborates with funding agencies to secure scholarships, fellowships and funding for in-service training.
- Develops plans, programmes, and mechanisms to facilitate personnel wishing to re-enter the health care sector;
- Develops and implements an orientation program for the Ministry;
- Represents the organization regionally and internationally at seminars and conventions;
- Participates in the selection of students for the award of scholarships.

C.) Human Resource Responsibilities

- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- 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;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's goals;
- Contributes to the development and welfare of direct report through the effective use of the performance management system and makes recommendations for training and career development where necessary;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Branch's and Ministry'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/Unit;
- Recommend leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Unit;
- Participates as required in disciplinary proceedings involving staff;
- Conducts monthly and other ad hoc meetings with staff supervised.

D.) Other Responsibilities;

- Performs any other related duties as assigned by the Director, Human Resource Management and Development.

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

- Strategic Human Resource Development and Operational Plans developed and implemented within the agreed timeframe;
- Budget prepared and implemented is realistic and expenditure kept within budget;
- Planning and Development Policies and Procedures developed and disseminated;
- Policies, goals and objectives for critical priority areas of human resource management in the health care sector established;
- Training Needs Assessment completed annually in accordance with the Ministry's strategic objectives;
- Comprehensive database of the required cadre of professional, technical and administrative staff developed and maintained;
- External funding sourced and secured for priority training;
- Orientation programmes conducted in keeping with the objectives of the Ministry;
- Individual Work Plan developed within agreed time frame;
- Staff performance managed and evaluated in accordance with set guidelines;
- Reports prepared are accurate, comprehensive and produced within agreed timeframe;
- Confidentiality and integrity are exercised at all times;

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Corporate Services	Obtain/give advice, receive directives, and guidance, work assignments, provide feedback
Director, Human Resource Management & Development	Obtains/gives advice, receive directives, issues relating to unit activities, provide feedback.
Divisional/Technical Heads	Collaborate, obtain information on aspect of appropriate programmes and analysis of data, Curricula, provide feedback.
Other members of staff in the Ministry	Discuss issues in relation to relevant activities
Regional Health Authorities	Collaborate, obtain and share information, on staffing cadre and needs, training programme, provide feedback

ii) External Contacts

Contact	Purpose of Communication
Office of the Cabinet	To receive guidance and provide information
Ministry of Finance and the Public Service /SHRMD)	To obtain information, seek guidance
Funding Agencies	Funding for training
Private Sector	Seeking sponsorship

6. REQUIRED COMPETENCIES:

Core

- Excellent presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Excellent planning and time management skills;
- Strong decision-making, and critical thinking skills;
- Excellent research, analytical, and problem solving skills
- Excellent leadership, networking and relationship-building skills;

- Ability to exercise sound judgement and attention to detail;
- Excellent skills in teamwork and cooperation;
- Strong strategic visioning skills;
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Sound knowledge of Government's regulations and procedures;
- Knowledge of Government's Staff Orders and Establishment Act;;
- Strong knowledge of the Ministry's policies and procedures;
- Strong knowledge of Human Resource Management principles and practices;
- Knowledge of research methodology;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Management or Social Science ;
- Five (5) years experience in Human Resource Management of which three (3) should be at the managerial level;
- Any equivalent combination of education and experience;
- Short courses in specialized areas such as Succession Planning.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Numerous critical deadlines;

- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

- To approve expenditure for training within budgeted limits;
- To review the manpower requirements for the health sector;
- To recommend policies for Human Resource Planning and Development.

10. WORKING CONDITIONS:

- Normal office conditions.