



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director/Coordinator, Policy Analysis and Research
JOB GRADE:	GMG/SEG 3
POST NUMBER:	53500
DIVISION/BRANCH:	Policy Planning and Development Division/Health Policy Support and Monitoring Branch
SECTION/UNIT:	
REPORTS TO:	Director, Policy, Planning and Development
MANAGES:	N/A

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, Policy Planning and Development, the Coordinator Policy Analysis and Research is responsible for evaluating and reviewing health policies and programmes and providing technical support to the Ministry and its policy, planning, development and evaluation processes.

In addition, the incumbent participates in the identification of research areas, conduct of research and the analysis and formulation of policies that will aid and improve the decision making and operations of the Ministry of Health.

2. KEY OUTPUTS (Results, Deliverables)

- Policies reviewed and evaluated
- Policy recommendations and reports prepared;
- Policy briefs and research studies developed;
- Research needs of the Ministry defined;
- Research tools developed;
- Research and statistical analysis produced;
- Research studies and reports completed;
- Draft outlines of Cabinet Submissions prepared;
- Technical advice provided;
- Feedback on inter-sectoral policies provided;
- Reports on activities prepared;

3. KEY RESPONSIBILITIES (Activities, Tasks)

Coordinator, Policy Analysis/Research, Policy, Planning and
 Development Division, Ministry of Health,
 Prepared: By HR Consultant, November 10, 2017.

A.) Management/Administrative

- Prepares individual Work Plan;
- Prepares management reports on activities undertaken at required intervals.

B.) Technical /Professional

- Evaluates and reviews policies prepared by the Ministry and its agencies and provide information to assist with decision making and or to determine the advisability of adopting new measures;
- Analyses the feasibility of proposed and existing policies to drive the transformation of the health sector and their economic and social impact on government's priorities;
- Identifies implications of external policies on the health sector and recommend necessary actions;
- Identifies issues for health policy development or modification through the review of entity performance reports or policy evaluation reports and other related sources;
- Develops, presents and disseminate policy briefs and research studies for consideration;
- Evaluates policies for the regulation of the private health sector;
- Develops or analyses policy recommendations and prepares and presents related reports;
- Executes policy research and analysis of research tools to be applied in the development of health policies;
- Manages the conduct of research and statistical analysis;
- Conducts research studies and prepares and/or presents related reports;
- Provides technical advice or assistance to other divisions of the Ministry, as regards development of internal policies, structures and procedures for undertaking research activities;
- Collaborates with staff of the Systems and Information Technology Branch to define databases required to support research and policy analysis activities;

- Reviews and provide feedback on inter- sectoral policy issues, position papers and other documents and propose measures by which they can be effectively addressed;
- Prepares draft Cabinet Submissions, Cabinet Notes, Human Resource Council Submissions, Legislation Committee Submissions and Ministry Papers.

C.) Other Responsibilities

- Performs other related duties that may from time to time be assigned by the Director, Policy, Planning and Development.

4. PERFORMANCE STANDARDS (How success will be measured):

- Policies reviewed and evaluated in keeping with established guidelines and practices;
- Policy recommendations and reports are produced in accordance with established format and submitted within required timeframe;
- Policy briefs and research studies developed are of high quality and produced in agreed time frame;
- Research needs defined in keeping with the Ministry's strategic objectives ;
- Research tools developed in keeping with international standards;
- Research and statistical analysis produced within given time frame;
- Research studies and reports completed within established deadlines;
- Draft outlines of Cabinet Submissions and other documents are properly articulated, formatted and prepared in accordance with set guidelines;
- Technical advice provided are accurate, sound and timely ;
- Feedback on inter-sectoral policies provided is timely and of a high calibre to inform quality policy development;
- Reports on activities prepared are accurate, comprehensive and submitted within agreed time frame;

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Minister,	Obtain advice, receive directives and guidance, information regarding portfolio, and provide feedback
Permanent Secretary	Obtain advice, receive directives and guidance, information regarding portfolio, and provide feedback
Chief Medical Officer, Divisional Directors or their representatives	Obtain advice, receive directives and guidance, information regarding portfolio, and provide feedback
Director, Policy, Planning and Development	Obtain advice, receive directives and guidance, work assignment, information regarding portfolio, and provide feedback
Staff in the Systems and Information Technology Branch	To define database required to support research and policy analysis activities
Directors, Regional Health Authorities and Chief Executive Officers of Agencies	Matters relating to health policies and research activities

• ii) External Contacts

Contact (Title)	Purpose of Communication
Office of the Prime Minister	Consultation on policies relating to health
Private health facilities/institutions	Matters relating to health regulations

6. REQUIRED COMPETENCIES:

Core

- Communicates orally and in writing in a manner which is clear, accurate and readily understood by others;
- Strong presentation skills;

- Good human relations and interpersonal skills;
- Good analytical, and problem solving skills
- Good planning, organizing and time management skills;
- Works constructively with others in the pursuit of team goals;
- Ability to exercise sound judgement and attention to detail;
- Ability to prioritise among conflicting demands;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Uses initiative to achieve more than is required or expected in the job;
- Demonstrates sound ethical standards, showing consistency between values and behaviours to build trust and credibility while embracing honesty and transparency;
- Maintains a high level of productivity and self-direction;

Technical

- Strong knowledge of the Ministry's policies and procedures;
- Good knowledge of Government regulations and procedures;
- Knowledge of various quantitative methods that can be used to analyze trends in statistical data;
- Familiarity with medical terminology;
- Sound Knowledge of national Health Policy;
- Knowledge of laws and regulations relating to Health Sector;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree with specialization in policy/development studies or its equivalent;
- Training in policy analysis, research theory and methodologies
- At least three (3) years related experience.
- Working experience in the Health Care System, Epidemiological Studies or Health Policy would be an asset.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises.
- Critical deadlines for completion of assignments.

9. AUTHORITY TO:

- N/A

10. WORKING CONDITIONS:

- Normal office conditions.