



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Senior, Organisational Development Officer
JOB GRADE	GMG/SEG (Proposed Upgrade)
POST NUMBER:	27725
DIVISION/BRANCH:	Corporate Services Division/Human Resource Management & Development Branch
SECTION/UNIT:	Organisational Development Unit
REPORTS TO:	Director, Organisational 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, Organizational Development, the Senior Organisational Development Officer is responsible to undertake organizational reviews, conducts research, develops and recommends effective solution for adoption and implementation in the Ministry, restructurings and for the preparation of policy and procedural manuals.

2. KEY OUTPUTS (Results, Deliverables)

- Data collected;
- Questionnaires developed and administered;
- Interviews conducted;
- Recommendations made;
- Output focused job descriptions written;
- Reports prepared/produced;
- Policy and Procedural manuals prepared;
- Job and Job Description Banks' filing systems maintained;
- Job Description Bank computerized and maintained

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development of the unit's work plan;
- Assists with the preparation of the unit's budget;
- Provides advice to line managers on matters relating to areas within the span of control;
- Prepares and submits activity reports as required.

Senior Organisational Development Officer, Corporate Services
Division/Human Resource Management and Development Branch,
Ministry of Health.

Prepared by: HR Consultant,

July 06, 2016

B.) Technical/Professional Responsibilities

- Conducts preliminary surveys to determine and define the objective of the study, scope of study, appropriate methods and techniques to be employed and the requisite terms of reference;
- Develops detailed plans of action in collaboration with the relevant parties including targets and deadlines;
- Conduct background research to inform job content;
- Examines relevant statutes, regulations, directives and reports related to the organization to determine legislative framework for functional responsibility;
- Collects job related data through interviews, questionnaires, and observations to obtain specific information to inform studies, research, etc;
- Conducts interview with staff for systems and procedural studies;
- Reviews records that will assist in validating findings;
- Prepares proposed findings and recommendations;
- Provides feedback on progress of study/research to the Director, Organizational Development;
- Discusses finding and recommendations with divisional heads and senior managers to arrive at consensus;
- Reviews existing organizational structures;
- Prepares proposed organizational structures to reflect changes and in keeping with the recommendations made in the study;
- Develops new and revised job descriptions;
- Prepares and submits draft reports based on findings of the analysis to the Director Organisational Development for discussion;
- Prepares and submits final reports of findings and recommendations, assists with implementation of recommendations;
- Conducts sessions with focus groups in the development/preparation of output focused job descriptions and work plans;

- Conducts research and analysis of policies, trends and issues related to human resource management and organizational development;
- Drafts operational manuals that will reflect changes in policy/operations;
- Develops and maintains a Job and Job Description Bank's filing system;
- Develops and maintains a computerized Job Description Bank;
- Networks with Human Resource Management/Organisational Development practitioners in the public and private sectors to keep abreast of ongoing and new development in the field and to encourage self-development;

C.) Other Responsibilities

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Data collected to the required standard within the agreed timeframe;
- Questionnaires developed and administered in accordance with set standards;
- Staff interviewed and observed according to required standards;
- Recommendations provided are sound and reflects changes in the Ministry's operations;
- Job descriptions are reviewed and written according to the required standards within the agreed timeframe;
- Reports are comprehensively prepared according to the required standards within the agreed timeframe;
- Operational manuals in place;
- Job description and specification updated and filing system maintained in accordance with established guidelines;
- Job Description Bank computerized in a timely manner.

5. INTERNAL AND EXTERNAL CONTACTS:

Senior Organisational Development Officer, Corporate Services
Division/Human Resource Management and Development Branch,
Ministry of Health.

Prepared by: HR Consultant,

July 06, 2016

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Corporate Services	Obtains/gives advice, receive directives, issues relating to organisational structure and appropriate job description for the Ministry, provide feedback.
Director, Human Resource Management & Development	Obtains/gives advice, receive directives, issues relating to organisational structure and appropriate job description for the Ministry, provide feedback.
Director, Organisational Development	Obtains/gives advice, receive directives, work assignment, provide reports, information and feedback.
Other Divisional Heads and staff	Obtain information related to organizational design and staff changes, conduct interviews,; provide information and feedback

ii) External Contacts

Contact	Purpose of Communication
Ministry of Finance and the Public Service (Corporate Management and Development/SHRMD)	Issues relating to organizational development matters-reviews/reports, structures and job descriptions
Office of the Cabinet	To receive guidance and provide information
Organisational Development practitioners (public/private)	Collaborate, obtain and share information

6. REQUIRED COMPETENCIES:

Core

- Ability to communicate effectively in writing and orally;
- Good human relations and interpersonal skills;
- Good decision-making, problem-solving and critical thinking skills;
- Good leadership, networking and relationship-building skills;
- Good skills in teamwork and cooperation;
- Good analytical, and problem solving skills;
- Good planning and time management skills;
- Ability to negotiate and persuade;

Senior Organisational Development Officer, Corporate Services
Division/Human Resource Management and Development Branch,
Ministry of Health.

Prepared by: HR Consultant,

July 06, 2016

- Strong research skills
- Strong goal/result orientation
- Keen listener;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Sound knowledge of Government's regulations, policies and procedures;
- Strong knowledge of Human Resource Management principles and practices;
- Knowledge of the operations of government;
- Knowledge of Project Management;
- Proficiency in data management tools
- Proficiency in the use of relevant computer software.

7. MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

- First degree in Public Administration/Management Studies or its equivalent;
- Formal training in Human Resource Management;
- Three (3) years' experience in Human Resource Development which should include at least two years in a similar position
- Specialized training in Management Consultancy/Analysis
- Any other equivalent combination of qualification and experience

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- Required to work beyond normal working hours whenever the need arises;
- Travel locally whenever the need arises;
- Possession of a valid Drivers' Licence and a reliable motor vehicle.

Senior Organisational Development Officer, Corporate Services
Division/Human Resource Management and Development Branch,
Ministry of Health.

Prepared by: HR Consultant,

July 06, 2016

9. AUTHORITY TO:

- Recommends changes in organizational structure and staffing;

10. WORKING CONDITIONS

- Normal office conditions