



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Corporate Planner
JOB GRADE:	GMG/SEG
POST NUMBER:	27642
DIVISION/BRANCH:	Policy Planning and Development Division/ Planning, Performance Monitoring & Evaluation Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Planning, Performance Monitoring & Evaluation
MANAGES:	Planning Officers

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)

Reporting to the Director, Planning, Performance Monitoring and Evaluation, the Corporate Planner is responsible to guide and ensure the development of the Ministry's Business and Operational Plans, and to monitor the implementation as well as the evaluation of performance against targets towards the achieving of the Ministry's strategic objectives.

2. KEY OUTPUTS (Results, Deliverables)

- Strategic/Business Plan developed;
- Strategic/Business Plan updated annually;
- Operational Plan developed;
- Plans monitored and evaluated;
- Planning guidelines produces;
- Annual achievements/performance reports prepared and submitted;
- Outcome of annual and quarterly performance review prepared and submitted;
- Technical advice provided;
- Individual work plan prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

Participates in the development of the Operational Plan for the Planning Performance Monitoring and Evaluation Branch;

- Prepares the Branch's annual budget;
- Prepares the Ministry of Health's Annual Report and the Health Sector inputs to the Economic and Social Survey.
- Develops and implements mechanisms for monitoring and reporting on the Ministry's Business and Operational Plans.
- Liaises with Senior Directors of the Ministry and its Agencies on planning issues;
- Provides advice and guidance to portfolio entities in the preparation of business plans to ensure that they are prepared in accordance with established guidelines and timeframes;
- Provides technical advice to the Ministry and its agencies and departments on aspects of strategic and business planning;
- Prepares individual work plan in accordance with the Operational Plan of the division.

B.) Technical/Professional Responsibilities;

- Develops the Ministry's Strategic/Business Plan;
- Provides guidance and support to Senior Management in the Ministry and Regional Health Authorities in the preparation of divisional and regional contributions to the Ministry's Strategic/Business Plan;
- Develops and issues planning procedures, guidelines, manuals and templates to Divisional heads and agency chief executives to ensure conformity and consistency in the preparation of plans;
- Ensures that the Government of Jamaica (GOJ) and the Ministry's policy, environmental, economic, technical and other inputs are incorporated into the development and review of plans;
- Ensures that plans are consistent with and contribute to wider Government policies;
- Collaborates with the Director of Budget to determine the budgetary requirements to implement the Ministry's Strategic/Business and Operational Plans;

- Provides guidance in priority setting methodologies to support the Ministry's Senior Management team's decision-making and resource allocation processes;
- Liaises with the Office of the Prime Minister to ensure the Ministry's compliance with GOJ Business Planning policy;
- Monitors the implementation of the Ministry's Strategic/Business Plan;
- Conducts environmental scanning to identify problems and potential barriers to the effective implementation of planned programmes and projects;
- Coordinates the Ministry's annual and quarterly performance reviews;
- Documents the outcome of the Ministry's annual and quarterly performance reviews;
- Informs senior management of significant divergence from targets in plans and the need for alternative strategies;
- Prepares reports as requested by the Minister, Permanent Secretary, Chief Medical Officer or national/international agencies in keeping with the Ministry's policies and obligations;
- Contributes to writing sections of the Ministry's Annual Reports;
- Represents the Ministry at meetings, seminars, workshops and Conferences related to planning.

C.) Human Resource Management

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Identifies and manages the developmental and welfare needs of staff;
- Fosters teamwork, a harmonious working environment and promote collaborative working across Divisions/Units;
- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommend movement when appropriate;

- Manage the leave entitlements and participate in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Implement and maintain the established HR management standards;
- Conduct performance appraisal of staff as required ;
- Conduct ad hoc meetings as necessary.

D.) Other Responsibilities:

- Performs any other related duties as assigned by the Director, Policy, Planning and Development and Director, Planning, Performance Monitoring & Evaluation from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Ministry's Strategic/Business Plan developed in keeping with the strategic objectives of the ministry, in the prescribe format and within agreed time frame;
- Strategic/Business Plan updated annually within the established time line;
- Ministry's Operational Plan developed annually within the established time line;
- Ongoing monitoring and evaluation of Ministry's plans to ensure that performance is consistent with targets;
- Planning processes implemented in accordance with established guidelines and timeframes;
- Annual achievements/performance report prepared and submitted within the required time frame
- Outcome of annual and quarterly performance reviews prepared and

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submitted in a timely manner;

- Technical advice provided are technically sound and relevant;
- Work-plan prepared within established format and timeframe, and support the mandate of the Branch;
- Confidentiality of information obtained on the job is maintained.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Permanent Secretary	Obtain and provide advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Policy, Planning and Development	Receive instructions on priorities and expected results; Provide guidance in the development of strategic/business and operational plans and processes; Provide information and advice on the planning process
Director, Planning, Performance Monitoring and Evaluation	Receive instructions on priorities and expected results; Provide guidance in the development of operational and business plans and processes; Provide information and advice on the planning process; Work assignments
Chief Medical Officer and other Senior Managers	Provide, obtain and share information to be incorporated in Strategic/Business Plan
Chief Executive Officers in the Regional Health Authorities, Agencies and Departments	Provide, obtain and share information to be incorporated in Strategic/Business Plan, Planning process and guidelines
Manager, Performance, Monitoring and Evaluation	Provide, obtain and share information
Planning Officer	Provide, obtain and share information

ii) External Contact

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Prepared by: HR Consultant,

November 22, 2017

Contact	Purpose of Communication
Office of the Cabinet	Harmonization between business plans and the Medium Term Expenditure Framework
Ministry of Finance and the Public Service	Harmonization between business plans and the Medium Term Expenditure Framework
Planning Institute of Jamaica, STATIN	Provide information and receive guidance

6. REQUIRED COMPETENCIES

Core

- Strong presentation, oral and written communication skills;
- Good interpersonal skills and people management;
- Good Analytical and problem solving skills;
- Good decision-making and critical thinking skills;
- Good leadership, networking and relationship-building skills;
- Good planning, organizing, time management and reasoning skills;
- 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.
- Good skills in teamwork and cooperation;
- Ability to work on own initiative;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;

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- 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;
- Strong knowledge of the Ministry's policy and planning processes;
- Sound knowledge of strategic and business planning, processes and procedures;
- Knowledge of planning techniques;
- Sound knowledge of planning and policy development;
- Knowledge of research methodology;
- Knowledge and experience in monitoring and evaluation methodologies;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A BSc degree in Economics, Management or the Social Sciences
- Five (5) years progressive experience in statistics/health planning/or health related discipline; or
- Any equivalent combination of education and experience

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

9. AUTHORITY TO:

- Recommend changes to the operational and business plans of the Ministry.

10. WORKING CONDITIONS

- Normal office conditions;