



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

<b>JOB TITLE:</b>	<b>Director, Policy, Planning and Development</b>
<b>JOB GRADE:</b>	<b>GMG/SEG 5</b>
<b>POST NUMBER:</b>	<b>53624</b>
<b>DIVISION/BRANCH:</b>	Policy Planning and Development Division
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Permanent Secretary
<b>MANAGES:</b>	Director, Planning, Performance Monitoring and Evaluation; Director, Health Systems Improvement; Director, Health Policy Support and Monitoring; Director, Risk Management; Administrator; Senior Secretary

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 Permanent Secretary, the Director, Policy Planning and Development, directs the development, monitoring and evaluation of the Ministry's of Health strategic business planning and policy functions to support the Ministry in carrying out its mandate to provide quality health care to the nation.

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

- Planning framework developed;
- Strategic and Operational Plans developed;
- Policies, procedures and guidelines documented;
- Policy changes recommended;
- Technical advice provided;
- Risk Management monitored;
- Operational policies and procedures developed and implemented;
- Reports prepared and submitted.

### **3. KEY RESPONSIBILITIES (Activities, Tasks)**

#### **A.) Management/Administrative Responsibilities**

- Participates in the development of the strategic direction of the Ministry;
- Leads in the development of the Ministry's strategic business planning and policy functions;

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- Leads in the development of the operational plan and budget for the Policy, Planning and Development Division;
- Provides technical advice to the Permanent Secretary, Regional Health Authorities, agencies and other relevant personnel on planning and policy matters;
- Develops, implements and maintains policies and procedures to guide the operations of the division;
- Collaborates with the Communication and Public Education Division to develop a programme for the effective communication of the Ministry's policies and programmes to its stakeholders;
- Represents the Ministry at local and international meetings, conferences and other fora as required;
- Prepares individual work plan;
- Prepares monthly management report on activities undertaken.

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

- Creates the planning framework to support the Ministry's planning functions ensuring consistency with other management processes such as performance management project management and management reporting;
- Develops and ensures implementation of guidelines to facilitate the development, monitoring and evaluation of various planning functions and ensures the integration of these plans and their consistency with the government's strategic objectives;
- Forecasts and analyses external variables of strategic importance to the Ministry and ensures their integration into the planning process;
- Oversees the assessment of plans from Regional Health Authorities, departments and agencies for conformity with established policies directives and overall strategic objectives;
- Contributes to and ensures effective coordination of the formulation, dissemination and implementation of national health policies ensuring adequate analysis of the financial, economic and social benefits of policy recommendations and consistency with the epidemiological status of the country with government's strategic objectives and international

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commitments;

- Reviews policies to determine their effectiveness and relevance;
- Makes recommendations for policy changes and or amendments where necessary to ensure alignment with the Ministry's strategic objectives;
- Oversees and ensures the development of research mechanisms to provide information and analysis to support the policy and planning functions;
- Defines new directions and recommends parameters for the National Health Systems;
- Guides the analysis of the National Health Sector in order to identify strategic changes needed for its development, in keeping with the principles of equity, efficiency and impact to ensure the delivery of quality services;
- Collaborates with the Private Sector in the design and implementation of innovations for health services, especially in establishing a public/private awareness to facilitate the changing role of government in health services delivery;
- Direct the analysis of economic and financial variables and trends to determine the impact on the performance of the National Health Sector;
- Participates in evaluating the impact of International funded projects on the health services;
- Monitors the development, implementation and maintenance of the Risk Management Programme within the Ministry, Regional Health Authorities, departments and agencies;
- Keeps abreast of trends and changes in planning and development in the health sector and make recommendations for their adoption where necessary to enhance the Ministry's planning and policy development functions

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

- Provides leadership and guidance to direct reports through effective planning, goal setting, delegation, communication, training, mentoring and coaching and support as necessary;
- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates action where

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necessary to improve performance and/or attaining established organizational goals;

- Reviews and approves the individual work plans of direct reports;
- Ensures 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 Division's and organisational goals;
- Fosters an atmosphere of trust, high ethical and confidential standard;
- Ensures that staff 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 Division by ensuring that established systems and procedures are documented and disseminated;
- Recommends vacation leave for staff in keeping with established Human Resource policies and procedures;
- Participates as required in disciplinary proceedings involving staff;
- Conducts monthly and other ad hoc staff meetings.

**D.) Other Responsibilities:**

- Performs any other related duties and responsibilities, as assigned by the Permanent Secretary from time to time.

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

- Planning framework is developed, consistently reviewed and is synergistic with other management functions;

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- Strategic and Operational Plans developed in keeping with the Strategic Business Plan and objectives of the Ministry ;
- Policies, procedures and guidelines documented are current;
- Policy changes recommended to ensure alignment with the Ministry's strategic objectives and the delivery of quality services;
- Technical advice provided are technically sound and timely;
- Enterprise Risk Management monitored on a timely basis and to assist internal decision making ;
- Operational policies and procedures developed and implemented within agreed time frame;
- Reports prepared are accurate, comprehensive and submitted within established time frame;
- High ethical standards are maintained in the conduct of professional and personal business.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Contact (Title)	Purpose of Communication
The Honourable Minister	Matters relating to Health policies, International funded projects
Permanent Secretary	Obtain and provide advice, receive directives and guidance, information regarding portfolio and provide feedback
Chief Medical Officer, Senior Directors/ Programme Managers	Matters relating to policy and planning functions, policies changes and provide feedback
Regional Health Authorities – Regional Directors, CEO's in Departments and Agencies	Matters relating to policy and policy changes and provide feedback

### ii) External Contact

Contact	Purpose of Communication
Office of the Prime Minister'	Matters relating to Health Policies,

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Office of the Cabinet	Performance monitoring of ;policies
Ministry of Finance and the Public Service	Matters relating to International Funding for Health Services
Private Sector /Health Institutions	Matters relating to policy/policy changes to health services delivery

## 6. REQUIRED COMPETENCIES

### Core

- Ability to communicate effectively orally and in writing;
- 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;
- 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;

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- 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 policies and procedures;
- Ability to analyse and interpret changes in the economic, political and social environment;
- Sound knowledge of planning and policy development;
- Knowledge of research methodology;
- Proficiency in the use of relevant computer software and computer applications.

### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Master's Degree in Public Policy/Public Administration/Public Sector Management or Business Administration; or related field;
- At least five (5) years working experience in policy and planning environment in the public or private sector.

### **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours as the need arises;
- Required to travel both local and international.

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**9. AUTHORITY TO:**

- Approve expenditure with assigned limit.

**10. WORKING CONDITIONS**

- Normal office conditions;

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