



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Training and Development Officer
JOB GRADE:	GMG/SEG 1
POST NUMBER:	27362, 53620
DIVISION/BRANCH:	Corporate Services Division/ Human Resource Management and Development Branch
SECTION/UNIT:	Human Resource Planning and Development Unit
REPORTS TO:	Director, Human Resource 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 supervision of the Director, Human Resource Planning and Development, the Training and Development Officer is responsible for the training needs of staff (Technical Managerial, Administrative and Auxiliary) and develop, implement and evaluate relevant training interventions and programmes, pertinent to the Ministry's strategic objectives and priorities.

2. KEY OUTPUTS (Results, Deliverables)

- Developmental and training needs established;
- Training plans and programmes developed, implemented and evaluated;
- Training manuals developed and maintained;
- Applications processed.
- Training Audits;
- Recommendations/advice given;
- Training committee activities executed;
- Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the preparation of the budget for the Unit;
- Participates in the development of the Operational Plan for the Unit;
- Monitors activities of training schools (Kingston School of Nursing –Parallel Programme and School of Critical Care);

B.) Technical /Professional Responsibilities

- Collaborates with the Director, Human Resource Planning and Development in identifying the training needs of staff in keeping with the Ministry's strategic objectives and priorities;
- Plans, conducts and analyses training needs assessment for the Ministry of Health
- Develops medium and long term training plans and programmes for the Ministry of Health.
- Collaborates with the Director, Human Resource Planning and Development in reviewing and evaluating training plans and programmes for improvement;
- Assists Planning Officers in conducting annual research to inform the development of training policies for the Health Sector;
- Participates in the formulation of training policies;
- Implements 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;
- Liaises with funding agencies to investigate possible scholarships, fellowships and funding to facilitate training.
- Collaborates with the Director, Human Resource Planning and Development, Director, Nursing Services, Nursing Council and Regional Training Managers in identifying training requirements and the appropriate institutions for training of personnel in particular nurses in the health sector;
- Ensures that programmes and courses offered are appropriate in terms of content, duration, presentation etc;
- Liaises with Nursing Council to ensure that standards are maintained in the training of nurses/midwives and other nursing personnel.
- Participates in the development and updating of training manuals and tools for different programmes.

- Recommends that persons be trained and provides guidance on the appropriate institutions, or sources of learning;
- Conducts interviews with Programme Directors, Managers and Staff and interacts with training and career development institutions to assess available training opportunities;
- Submits all applications received from Regions to Training Committee for approval.
- Processes applications for scholarships/fellowships locally and overseas.
- Delivers training programmes/courses to staff when necessary;
- Collaborates with the Director, Human Resource Planning and Development to contract the services of training professionals to deliver training or conduct motivational sessions where necessary;
- Ensures that all circulars pertaining to training are circulated within the Ministry, its off-complex agencies and the Regional Health Authorities.
- Ensures accreditation of all Nursing Schools.
- Keeps abreast of current trends in Nursing Education offerings locally and internationally;
- Monitors orientation and on-the-job training programmes to determine effectiveness in meeting objectives.
- Develops a resource base of training opportunities and teaching materials and equipment for the Unit and arranges a system of dissemination.
- Organizes orientation programmes for new employees.
- Carries out investigations on aspirants for Study Leave/Day Release and Sponsorship.
- Provides advice to officers on programmes, aspirants for programmes and others acting on their behalf.
- Represents the Ministry at meetings and conferences relevant to training.
- Attends local Training Committee Meetings in the capacity of Secretary.

- Submits monthly /periodic reports on training activities to the Director, Human Resource Planning and Development.

C.) Other Responsibilities

- Performs any other related duties as may be assigned from time to time_

4. PERFORMANCE STANDARDS;

- Developmental and training needs identified and established in keeping with the Ministry's strategic objectives and national needs;
- Training plans and programmes developed, implemented and evaluated in a timely manner;
- Training manuals developed and maintained in keeping with established standards and agreed time frame;
- Applications processed within specified timeframe;
- Training Audits executed in a timely manner;
- Recommendations/advice given are sound;
- Training committee activities executed;
- Reports on activities prepared are accurate and comprehensive.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Human Resource Management and Development	Obtains/gives advice, receive directives, issues relating to training activities, provide feedback.

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 Prepared: By HR Consultant, August 11, 2016.

Contact (Title)	Purpose of Communication
Director, Human Resource Planning and Development	Obtains/gives advice, receives directives, work assignments, matters relating to training activities, feedback
Divisional Heads	Matters relating to various training programmes
Other members of staff in the Ministry	Matter relating to training
Regional Health Authorities	Collaborate, obtain and share information on matters relating to training

ii) External Contacts

Contact	Purpose of Communication
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 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.

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Technical

- Strong knowledge of the Ministry's policies and procedures;
- Knowledge of the Public Service Regulation, practices and procedures;
- Sound knowledge of Government's regulations and procedures;
- Knowledge of curriculum development;
- Managing External Relationships;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- BSc. in Human Resource Management or equivalent
- Training Officer's Certificate or its equivalent and three (3) years working experience in a related field; or
- Professional qualifications related to health and two (2) years experience in the Training;
- Experience in the development of training programs;
- Any equivalent combination of education, training and experience

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Numerous critical deadlines;
- Exposure to confidential information;
- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

- Identify training needs and recommend appropriate actions to be taken.
- Review the content of training programmes and make recommendations.
- Recommend expenditure relating to training programmes within budgeted limits.
- Review and make recommendations on training proposals submitted by training organisations and consultants.

10. WORKING CONDITIONS:

- Normal office conditions.