



**Cannabis
Licensing
Authority**
Jamaica

JOB DESCRIPTION

JOB TITLE:	Policy Coordinator
JOB GRADE:	GMG/SEG 2
POST NO.	337566
REPORTS TO:	Chief Executive Officer
DIRECT REPORTS:	None

JOB PURPOSE:

The incumbent will provide high level technical and operational support to the office of the Chief Executive Officer with a view to enhancing the efficiency and effectiveness of the Authority pursuits of its mandate and strategic objectives. This includes stakeholder management, monitoring and co-ordinating the preparation, progress of policy initiatives/proposals, as well as all other critical activities (both internal and external), contributing to the development of strategic/corporate plans, budget and all other corporate matters assigned by the CEO.

KEY OUTPUTS

- Documents produced
- Cabinet Submissions drafted
- Research conducted analytical reports prepared
- Relevant and timely information provided
- Relationships with internal and external clients managed
- CEO's schedule updated and monitored
- Database maintained and updated
- Presentations and speeches prepared and reviewed
- Staff development and administrative functions performed

Key Responsibilities

Technical:

- Monitoring the implementation of assigned special projects and provides updates accordingly
- Identifies issues and tracks in the cannabis industry and evaluates their impact on Government policy

- Consults with selected academics, Public and Private Sector technical experts assesses social and economic conditions to evaluate the efficacy of different kinds of programmes to estimate the effect of specific changes in the legislation or public policy and the impact of proposed policies within the Cannabis Industry
- Managing relationships with key stakeholders and keeping relationship records up to date arranging and coordinating internal and external meetings;
- Provide advice including options and recommendations for the resolution of issues and problems
- Collects and analyse information, such as data from public opinion surveys
- Uses qualitative and quantitative sources and methodologies to develop and test theories
- Evaluates how policies affect the industry and various stakeholders to include state Agencies
- Monitors events, policy preparation and decisions as well as trends and other issues with implications for the timely growth and development of the Industry
- Prepares/reviews research papers, policy documents, reports and other technical documents as directed by the Chief Executive Officer, and maintains an archive of such documents and briefs
- Proofreads/edits technical documents and correspondence for accuracy, completeness and conformity to established formats
- Engages in pre and post meeting activities to include collection of background information and agenda setting to ensure that the Chief Executive Officer is appropriately briefed for external meetings
- Maintains a diary of major events and advises the Chief Executive Officer accordingly
- Undertakes assignments on any other technical matter that the Chief Executive Officer may wish including co-ordinating the activities of special projects
- Liaises with internal and external stakeholders to obtain information which will ensure the Chief Executive Officer is adequately prepared for all engagements i.e. meetings, press briefing, etc.
- Interfaces with the stakeholders in responses to problems/concerns and issues that need the Chief Executive Office's attention
- Liaises with Ministries, Departments, Agencies (MDA's) to obtain and provide information.
- Prepares monthly, quarterly reports/updates on the status of the Chief Executive Officer's programmes for dissemination as instructed
- Processes all general inquiries for the Chief Executive Officer through the appropriate channels
- Manages specific communications and messages with internal and external parties from the office of the Chief Executive Officer's office with internal and external parties
- Maintains effective working relationships with internal and external stakeholders and clients and ensures that the Chief Executive Officer provides a consistently high level of service
- Maintains a database of Strategic Policy issues and actions undertaken
- Review policy documents
- Improving the quality and level of responsiveness of the Authority through improved data management procedures, that is, by implementing quality control mechanisms and ensuring the timely dissemination of information/reporting
- Assisting the Chief Executive Officer in reviewing the Authority's Strategic Plan, Corporate Plan and Budget

- Assisting the Chief Executive Officer in monitoring the attainment of targets as per the Authority's Strategic Plan and Budget
- Investigates urgent problems as assigned by the CEO and report on findings to inform the formulation of policy solutions
- Overseeing the Strategic Planning process for the office of the Chief Executive Officer, as well as the Budget and provision of interim reports as requested
- Monitoring the preparation for overseas travel in respect of the Chief Executive Officer
- Performing any other duties assigned from time to time

Management/Administrative:

- Participates in the development and implementation of Authority's Operational Plan and Annual Report
- Attends meetings and represents the Executive Office/Authority at conferences, seminars and other for as required.
- Establishing and maintains a system that fosters a culture of team work, employee empowerment and commitment to the divisions and the organization's goals
- Ensuring that staff is aware of and adheres to the policies, procedures and regulations of the Authority

Required Knowledge, Skills and Competencies

- Knowledge of the functions of all the divisions within the Authority
- Ability to simultaneously carry out a large variety of tasks on demand or at short notice
- Knowledge of Government policies and procedures
- Knowledge of the Official Secrets Act, Public Services Regulation, the Staff Orders for the Public Service and the Access to Information Act
- Excellent Interpersonal skills
- Ability to interface with senior Government officials, both locally and internationally
- Knowledge of Government's Protocol Budget and Corporate Planning Processes
- Proficiency with Microsoft Office Suite, Internet and Outlook
- Excellent research and consultation skills
- Flexibility to respond to changes in priorities and demands for work
- Ability to multitask, work under pressure and meet tight deadlines

Minimum Required Qualification and Experience

- Bachelor's Degree in Social Sciences including Business/Public Sector Management/Public Administration with specialization in Public Policy or equivalent qualifications
- Minimum four (4) years of related experience with two (2) years being at a middle management level
- Sound experience in general administration
- Experience in dealing with matters of a highly confidential and sensitive nature
- Experience in relating to senior officers in the public and private sectors

Special Conditions Associated with the Job

- Islandwide travelling.
- Access confidential information within scope of authority
- Will be required to work beyond normal working hours and on weekends;

VALIDATION

This document is validated as an accurate and true description of the job when agreement is signified below.

Approved by: **Chief Executive Officer**

Signature: _____ Date: _____

Signature: _____ Date: _____

Received by:

I have received, read and fully understand the requirements of the job as outlined.

Signature: _____ Date: _____