



**Cannabis  
Licensing  
Authority**  
Jamaica

## JOB DESCRIPTION

<b>POST TITLE</b>	<b>Director, Corporate Planning &amp; Performance Analyst</b>
<b>POST GRADE</b>	<b>GMG/SEG 3</b>
<b>POST NUMBER</b>	<b>307765</b>
<b>REPORTS TO</b>	<b>Director, Human Resource Management &amp; Administration</b>
<b>DIRECT REPORT(S)</b>	<b>Corporate Planner</b>

### JOB PURPOSE:

Under the general direction of the Director, Human Resource Management and Administration, the Director, Corporate Planning will co-ordinate the Corporate Planning process of the Authority to ensure consistency with the Authority's Strategic Objectives and monitor the implementation of the Corporate Plan, as well as ensure that established performance targets are met.

### KEY OUTPUTS

- Corporate Plans and programmes prepared in alignment with the Ministry's mandate and national policy
- Strategic plan prepared
- Training programmes and workshops implemented and coordinated
- Annual Operational Plan prepared
- Performance review meetings co-ordinated
- Information for relevant stakeholder's speech, reports and briefs provided
- Working relationship with the heads of agencies and staff established
- Preparation of adhoc reports
- Annual and bimonthly reports collated
- Statistical database developed and maintained

### **Key Responsibilities *Administrative:***

- Coordinates meetings, workshops and conferences for Strategic Planning
- Represents the Authority at meetings, conferences, workshops, etc.

### ***Technical:***

- Prepares and reviews of the Strategic Plans, delivers Program and Operational Plans and Resource Strategy as per pre-specified timeframes;
- Oversees the preparation of quarterly performance reports and Operational Plans as required by legislation and within Authority's integrated framework and provide other corporate reports as required;
- Ensures a high level of accountability by reporting on Authority's performance and achievements including Annual Report, Quarterly Reporting on Operational Plan and special reports required by Senior Director, Human Resource Management and Administration;
- Coordinates the provision of education sessions to staff on corporate and strategic planning initiatives;
- Ensures implementation of a corporate Performance Management System, including the regular monitoring and reporting of the set of KPIs against actual performance for the Authority;
- Implements continuous improvement measures as relevant to the role;
- Identifies training needs and coordinates or conducts training for Corporate Planning Staff as required to ensure all skills are of the highest standard;
- Provides supervision, guidance, support and feedback to Corporate Planning Staff;
- Oversees and participates in Authority's community engagement activities as they apply to the role;
- Provides input into various risk management activities;
- Accounts for taking practical steps to minimise the Authority's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility;
- Accepts and undertakes the requirements and obligations for effective recordkeeping;
- Facilitates ongoing management of Authority's integrated planning, reporting and performance monitoring and community reporting structure;

- Drives the implementation and ongoing development of Authority's corporate planning processes;
- Facilitates in collaboration with the senior officials of the Ministry, its Departments and Agencies, the preparation of integrated Corporate Plans and programmes in accordance with Government directives, priorities and the Ministry's Mission;
- Facilitates, stakeholder participation in the preparation of the Authority's Corporate Plan and the Strategic Plan of the Ministry;
- Liaises with the Cabinet Office to ensure that the Corporate Plan is driven by desired National Policy objectives;
- Co-ordinates and prepares the Authority's Strategic/Medium Term Plan;
- Co-ordinates and prepares the Authority's Annual Operational Plans;
- Provides technical support and guidance to the Divisions, Departments and Units in the preparation of their Corporate and Operational Plans;
- Co-ordinates performance review meetings of Authority in collaboration with the Offices of the Chief Executive Officer and Chairman, if required;
- Provides information to relevant stakeholders for speeches, reports, briefs etc.;
- Ensures the preparation of the Ministry's Annual and Bi-annual Reports;
- Liaises with the Cabinet Office and the Ministry of Finance and the Public Service in respect of the Authority's Corporate Plan;
- Establishes effective working relationships with the Directors and staff to ensure alignment plans relative to overall Ministry and National Policies and strategies;
- Provides assistance and support in the report preparation process;
- Performs any other related duties that may be assigned from time to time.

## **HUMAN RESOURCES RESPONSIBILITIES**

- Prepares Work Plans, monitors performance, conducts performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals
- Recommends resources (tools, material and equipment) required by team members to effectively execute their duties
- Participates in the recruitment of staff for the Unit
- Recommends payment of incentives, transfers, promotions, terminations and leave in accordance with established Human Resource policies and procedures
- Collaborates with the Director, Human Resource Management and Administration to develop and implement Learning and Development Plans as well as Succession Plans to facilitate continuity and the availability of required skills and competencies to meet the needs of the Unit
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Identifies and addresses welfare and developmental needs of staff in the Unit
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and organization's goals
- Communicates the policies, procedures of the Unit and monitors staff's adherence to them

## **JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)**

- Request relevant input for Corporate Planning
- Collect and collate all monthly, quarterly and annual reports
- Integrity are exercised in handling sensitive data
- Liaise with the portfolio Ministry and private sector stakeholders as appropriate

## **Required Knowledge, Skills and Competencies**

- Good Oral and Written Communication skills
- Good Interpersonal skills
- Good Problem Solving, Decision Making, Planning and Organizing skills
- Management experience and team building skills
- Excellent presentation, oral and written communication skills
- Skills drafting reports and plans
- Process design and implementation skills
- Good interpersonal skills and leadership skills
- Good facilitation and presentation skills
- Excellent judgement, decision making and problem-solving skills
- High skilled in the design and delivery of training programmes
- Knowledge of Government Policy and Corporate planning
- Proficient in use of computers – Microsoft Word, Excel, PowerPoint skills

## **Minimum Required Qualification and Experience**

- Undergraduate Degree in Management, Public Administration or Business Administration or related discipline from an accredited tertiary institution;
- Specialized training in Project Management
- Three (3) years' experience in Corporate and Operational Planning;
- Three (3) years' experience at a middle management

## **Special Conditions Associated with the Job**

Maybe required to work beyond normal working hours;  
May encounter hazardous conditions while working in the field.

## **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:

\_\_\_\_\_  
\_\_\_\_\_

***Received by:***

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

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_