

MINISTRY OF EDUCATION
NATIONAL PARENTING SUPPORT COMMISSION
JOB DESCRIPTION AND SPECIFICATION

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|---------------------|---|
| JOB TITLE: | Director, Parenting Support Coordination and Behaviour Change |
| JOB GRADE: | (to be determined) |
| POST NUMBER: | |
| DIVISION: | Parenting Support Coordination and Behaviour Change |
| SECTION: | N/A |
| REPORTS TO: | Chief Executive Officer |
| MANAGES: | Parent Support Manager (x4) Parent Educator Social Worker Curriculum Support Specialist 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

Job Purpose

Under the direction of the Chief Executive Officer, the Director, Parenting Support Coordination and Behaviour Change is responsible for the design, development, implementation and delivery of efficient and effective Parenting Support, Education and Advocacy Programmes, that appropriately address the current social and economic issues which affect parenting.

Key Outputs:

- Operational plans developed/implemented/monitored/evaluated
- Division's budget developed/implemented/monitored
- Parent Places identified/established/monitored
- Parent Education and support programmes developed/implemented/evaluated
- Research and training needs analysis conducted
- Quality standards developed/implemented/maintained
- Curriculum/content designed/developed/implemented/reviewed
- Partnerships fostered/maintained
- Policies and procedures developed/implemented
- Performance of staff monitored/appraised/supported

Key Responsibility Areas:

Technical / Professional Responsibilities

1. Develops and implements the Division's operational plan
2. Directs and coordinates the activities of the Division so as to ensure the achievement of plans, goals and objectives.
3. Leads the process of identifying and establishing a national network of Parent Places to serve as hubs for community care groups in the dissemination of information, training and educational activities.
4. Develops criteria to serve as a basis for identifying, selecting and establishing Parent Places
5. Coordinates the design, development and delivery of a coherent and integrated programme of parenting support based on research findings and local priorities that effectively addresses the social and economic issues impacting parenting.
6. Manages, coordinates, implements and maintains the National Parent Education Curriculum including development and content.

7. Develops appropriate mechanisms, channels and methodologies for the delivery of parent training and support that allows for easy access and uniquely address the needs of target groups
8. Develops and implements quality assurance processes for the national parenting programme.
9. Ensures the development of an induction training programme for parent educators in keeping with the National Parent Education Delivery Standards.
10. Conducts ongoing and annual assessments of NPSC programmes, including identifying critical gaps in school, parental and community involvement, service delivery and resource needs, as a basis for programme enhancement, policy initiatives and potential cost reduction.
11. Conducts research and training needs analyses as a basis for curriculum development, enhancement of programmes and ensuring best practices.
12. Develops and maintains partnerships among and with parents, community care groups, NGO's, schools, private sector, government agencies and other stakeholders so as to effectively meet the need for parenting support and education.
13. Creates an enabling environment in which participants and stakeholders feel empowered and motivated to address their parenting needs as individuals and that of the community.
14. Fosters and maintains a positive working relationship with programme participants, volunteers, community groups and participating government agencies through ongoing dialogue, encouraging feedback, joint decision-making and mutual respect.
15. Ensures the creation of systems and procedures to capture, analyse and act upon feedback from external stakeholders as important inputs in programme management.
16. Ensures the development of a comprehensive public relations and communication programme to increase awareness on parenting issues and access to parenting support and related information.
17. Responds appropriately and timely to sensitive and controversial issues in the public and government domains relating to various aspects of the Parenting and Support Programme.
18. Keeps abreast of developments, trends and best practices in the field of family life education, early childhood and parent support, so as to inform proactive planning, goal setting, decision-making and exemplary service delivery

Management/Administrative Responsibilities

1. Coordinates the preparation of the Division's Annual Budget and monitors expenditure to ensure that it is within approved limits.

2. Ensures the implementation and maintenance of record keeping systems, electronic and manual, in accordance with established policies and regulatory guidelines to facilitate confidentiality, easy retrieval, safe custody and an audit trail.
3. Leads the process for the development of policies and procedures that are supportive of the Commission's strategic goals and objectives and are in keeping with international best practices.
4. Ensures the development and implementation of guidelines for the maintenance of professional conduct and standards, particularly in relation to the privacy and confidentiality of client information arising out of parent support interventions.
5. Ensures the timely preparation and submission of periodic and special reports on the Division's activities

HR Responsibilities

1. Fosters teamwork and a harmonious working environment and promotes collaborative working across Divisions/Units.
2. Provides leadership to staff through effective objective/goal setting, delegation, and communication
3. Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures and lessons learnt are documented, disseminated and transferred through training, mentoring and coaching.
4. Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
5. Manages the performance of Divisional staff by establishing individual performance targets and measures, providing ongoing feedback, motivating and mentoring, evaluating performance and initiating corrective action where necessary to improve performance.
6. Participates in the recruitment and selection of staff, and recommends movement when necessary.
7. Conducts performance appraisal of staff supervised for required purpose and at required intervals
8. Recommends vacation leave and approves sick and departmental leave for staff in the Division and participates in the administration of staff benefits in keeping with established human resource policies;
9. Recommends vacation leave and approves sick and departmental leave for staff in the Division and participates in the administration of staff benefits in keeping with established human resource policies;
10. Recommends/ administers disciplinary action in keeping with established human resource policies;
11. Conducts monthly and other ad hoc staff meetings;
12. Ensures staff adheres to the policies and procedures of the Commission and the Division

Performance Standards:

- Operational plans are developed and implemented in accordance with agreed timeframes and are supportive of the Commission's strategic goals and objectives.
- Annual budgets are prepared in the stipulated format, within agreed timeframes and are monitored to ensure expenditure is within approved guidelines.
- Parenting Support and Education Programmes are developed and implemented in accordance with established GOJ policies and procedures and are monitored and evaluated on an ongoing basis
- Network of Parent Places are identified, established and are appropriately located and equipped
- Design and delivery of parent education and support programmes are appropriate to the needs identified, ensures easy access and effectively address the social and economic issues impacting parenting
- Curriculum and related content is developed, implemented and reviewed on an ongoing basis to ensure it adequately meet existing and emerging needs of parents
- Research and training needs analysis are conducted annually and on an ongoing basis so as to ensure the maintenance of quality standards and best practices.
- Quality standards are developed and implemented that serve as benchmarks and guidelines for the efficient and effective delivery of educational and support services of the highest quality
- Effective partnerships are fostered and maintained that supports the achievement of the Commission's mission and strategic goals.
- Parenting support and education policies, procedures and guidelines are formulated and implemented; reviewed and updated as required; are accessible; and supportive of the efficient and effective delivery of parenting programmes and services.
- Inputs to Board and Cabinet Submissions are provided within agreed timeframes, are comprehensive, technically accurate and sound and are based on a thorough knowledge and analysis of all relevant information.
- High ethical standards , confidentiality and professionalism are maintained in the conduct of programme activities
- Performance of staff is monitored, supported and appraised based on agreed objectives and measures
- Staff meetings are held in accordance with agreed schedules

Internal and External Contacts (specify purpose of significant contacts:

Within the organisation;

| Contact (Title) | Purpose of Communication |
|---------------------------------------|--------------------------------------|
| NPSC Staff – Head Office and Regional | Collaboration / information sharing |
| Executive/Senior Management Team | To provide information/seek advice |
| NPSC Board Members | To provide advice & for consultation |
| Media –Local, Regional, International | Communication of public information |
| Other Government Agencies | Collaboration |

Contacts external to the organisation required for the achievement of the position objectives:

| Contact (Title) | Purpose of Communication |
|---|---|
| Ministry of Education | To provide information and for consultation |
| Donor Agencies and Sponsors – Local, Regional and International | Collaboration |
| Special Projects team | Collaboration |
| Consultants | Advice, share information |
| NGO's | Collaboration |

Required Competencies:

Core

- Excellent interpersonal and people management skills
- Sound judgement and integrity
- Ability to edit and create written material
- Effective planning, organizing, analytical and problem solving skills
- Team player with the ability to work on own initiative
- Ability to manage multiple projects/tasks
- Ability to plan, organize and coordinate the work of others
- Well-developed time management skills
- Ability to cope under work pressure situations and meet deadlines

Technical

- In-depth knowledge of National Parenting Support Commission Act, 2012; National Parenting Policy; Jamaica Child Care and Protection Act, 2004

- Excellent research and analytical skills
- Knowledge of project management principles, procedures and methodologies
- Knowledge of parenting and child development principles and practices
- Proficiency in the use of MS Office software and other relevant computer applications

Minimum Required Education and Experience

- Bachelor's Degree in Business/Public Administration/ Management or related discipline from a recognized tertiary institution.
- Specialized training/qualification in Family Life or Early Childhood Education, Psychology, Social Work or related field.
- Five (5) years related experience of which at least three (3) should be at the managerial level
- Experience in the operations of Government would be an asset

Authority to:

- Recommend Parenting Support Education policy initiatives
- Conduct interviews, select and recruit personnel
- Sit on Technical Committees as chair or lead advisor
- Approve/ recommend leave for staff supervised
- Recommend disciplinary action

Specific Conditions associated with the job:

- Required to travel during the course of duties
- Required to possess a valid Driver's Licence and a reliable motor vehicle.

Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

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Manager/Supervisor

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