



**MINISTRY OF EDUCATION & YOUTH**

**CENTRAL MINISTRY**

**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Chief Educational Transformation Officer
<b>JOB GRADE:</b>	CTD
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Education Transformation Oversight Committee
<b>REPORTS TO:</b>	Education Transformation Oversight Committee
<b>MANAGES:</b>	<ul style="list-style-type: none"><li>• Project Staff</li><li>• Project Director</li></ul>

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

Chief Education Transformation Officer-

## **Strategic Objectives of the Transformation Unit**

The objective of this Unit is to provide the strategic leadership, planning and policy making framework for the education sector by establishing a sector wide approach to education transformation; leading in the policy development and strategic and business planning processes; analysing key education sector data to support transformation; developing strategies and measures to achieve more efficient output from the education sector; developing and evaluating national education strategies, policies, programmes, and projects to achieve the implementation of the transformation report.

## **Job Purpose**

Under the general direction of the Education Transformation Oversight Committee, the incumbent is expected to serve as the high level orchestrator of the numerous complex processes required for wide scale transformation of the Education Sector. The incumbent will be expected to manage the overall execution of the implementation plan, collaborating with the Minister, Permanent Secretary and other Ministry Executives, identifying risks and developing risk mitigation strategies to ensure success.

## **Key Outputs:**

- Policy Framework developed and implemented;
- Advice provided to the Permanent Secretary and the Minister on policy legislation and all technical policy management issues for the MNS and its Agencies and Departments;
- Links and relationships with other government ministries and appropriate regional and international organizations established;
- Policies and legislations reviewed;
- Policy papers and submissions drafted;
- Guidance on Education Transformation initiatives provided to the Ministry's portfolio Agencies and Departments and other Government Ministries;
- Mechanisms to monitor and evaluate the performance of the Education Transformation established;
- Strategic Business and Operational plans developed
- Performance Reviews and Work Plans prepared and submitted.
- Risk Management Plans developed and implemented

## **Key Responsibility Areas:**

### **Technical/Professional Responsibilities**

- Develops Strategic Plan to guide the operations and implementation activities of the Ministry.
- Prepares Weekly action/achievement tracker
- Develops and implements Policy Framework in accordance with strategic goals and objectives of the oversight committee;
- Provides technical advice to the Permanent Secretary and the Minister on Education, policy legislation and all technical policy management issues for the Ministry and its Divisions, Agencies and Departments;
- Develops links and relationships with other government ministries and appropriate regional and international organizations;
- Reviews and analyses Policies and legislations;

- Drafts Policy papers and cabinet submissions;
- Provides support and guidance on Education Transformation initiatives to the Ministry's portfolio Agencies and Departments and other Government Ministries;
- Develops mechanisms to monitor and evaluate the performance of the Education Transformation established;
- Develops coherent and cost-effective Strategic Business and Operational plans, reflecting budgetary limits, for the activities and operations of each applicable policy area covered within the transformation portfolio;
- Develops systems and processes within the unit to ensure achievement of objectives and targets;
- Ensures an adequately skilled and competent team in place to implement the recommendations and initiatives stemming from the Patterson Report;
- Assesses, develops and executes Risk Management Plans.

#### **Operational planning and management**

- Ensure that the operation of the unit meets the expectations of key stakeholders.
- Oversee the efficient and effective day-to-day operation of the implementation unit.
- Draft cabinet submissions, background papers and presentations as required.
- Ensure that confidentiality is maintained across the implementation team.
- Provide support to the oversight committee by preparing the relevant reports and presentations

#### **Program planning and management**

- Oversees the planning, implementation and evaluation of the various programmes and implementation plans of all the work streams
- Ensures that the programs and work plans of each work stream contribute to the success of the team's mission and reflect the priorities of the Ministry of Education & Youth
- Oversees the planning, implementation, execution, and evaluation of any special projects

#### **Management Responsibilities**

- Develops the strategic plans to guide the operations and implementation programme of the Ministry
- Works closely with the Permanent Secretary to prepare a comprehensive budget for the transformation/implementation unit
- Provides leadership, direction, and guidance to ensure the successful implementation of the action plan.
- Identifies, assesses, and informs the Minister, of internal and external issues that affect the implementation of the plan
- Acts as a professional advisor to the Chair of the Education Oversight Committee on all aspects of the implementation activities
- Fosters effective teamwork between the implementation team and the other areas of the Ministry
- Executes the implementation plan, including leading change management and communications components
- Ensures that all staff relevant to the execution of the plan discharge their responsibilities effectively and efficiently, and are held responsible and accountable to the plan's success
- Monitors and evaluate progress in meeting set targets, including changes or relevant developments taking place throughout the course of the project.
- Collaborates with the Project Manager to provide timely reports and updates to the Minister, Office of the Prime Minister and ETOC on the progress of the implementation plan, advising of delays, risks, opportunities, and other relevant matters. Team led, managed and guided to achieve objectives;

- Ensure Systems for financial control and human resource management within the unit in place and operational in accordance with the required standards;
- Ensures Communication and Knowledge Management Systems are established within the Unit;
- Ensures Unit's budgets managed effectively and efficiently;
- Ensures Performance Reviews and Work Plans prepared and submitted.

### **HR Responsibilities**

- Provides leadership to staff through effective objective/goal setting, delegation, and communication;
- Fosters teamwork, a harmonious working environment and promotes collaborative working across Divisions/Units;
- Develops and manages the performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action where necessary to improve performance;
- Monitors the routine operations of the Division and oversees and/or participates in the review and evaluation of the work of staff members;
- Implements and maintains the established HR management systems;
- Promotes the building of institutional knowledge for the Division by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Identifies and manages the developmental and welfare needs of staff in the Unit;
- Conducts performance appraisal of staff;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Unit and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/ administers disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings;
- Ensures staff adheres to the policies and procedures of the Ministry and the Unit;

### **Performance Standards:**

- Policies developed are comprehensive, sustainable and reflects strategic direction of the Ministry of Education & Youth;
- Cabinet Submissions developed in accordance with requisite guidelines and submitted within the specified time frame;
- Performance frameworks and standards developed and agreed within specified time frame;
- Reports produced in accordance with the established format and submitted within the required timeframe required;
- Key deliverables produced within the agreed timeframe;
- Budget and Plans are prepared and submitted within established time frame;
- Timely and accurate technical advice and guidance provided;
- Staff are developed within the agreed framework;
- Performance Reviews and Work Plans prepared and submitted using prescribed formats and submitted in keeping with established time frame

**Internal and External Contacts (specify purpose of significant contacts:**

**Within the Division**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Minister of Education & Youth	To provide advice
Permanent Secretary	To provide advice
Heads of Divisions/units	To share information/provide advice
Senior Director, Corporate Services	To discuss staffing issues
Agencies/Departments of MOEY	Collaboration

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Head of Private Sector organizations	To provide advice on educational matters
Representatives of international educational institutions	To share information and for consultation
University of the West Indies and the University of Technology	For consultation
Members of school boards	To provide advice
Representatives of funding agencies	For consultation and representation
Other international bodies with responsibility for education	For information sharing and consultation
Principals of local education institutions	To provide advice
Members of the media	To provide information
Jamaica Teachers Association	To discuss matters relating to teachers

**Required Competencies:**

Sound knowledge of the following Acts:

- Education Act and Regulations,
- The Child Care and Protection Act
- The Access to Information , and other related regulations
- Excellent Knowledge of the Ministry's policies, rules and regulations
- Excellent knowledge of the Jamaican education system
- Sound knowledge of the latest trends in curriculum development
- Sound knowledge of global trends in education & educational development
- Proficiency in the use of Microsoft Office Suite
- Sound leadership, decision-making, strategic thinking and problem-solving skills
- Strong ability to interpret and analyse the policies and regulations relating to the education system
- Excellent analytical, interpretive and motivational skills
- Highly developed planning, organizing and coordinating skills
- Excellent oral, and written communication skills
- Excellent report-writing skills
- Excellent public speaking and presentation skills
- Excellent coaching and human relations skills

- Excellent teamwork and negotiating skills
- Excellent time management, multitasking and prioritizing skills
- Ability to display professionalism in various and challenging circumstances
- Strong ability to work under pressure and meet strict deadlines.
- High level of professionalism and integrity required to be displayed at all times
- Widely acknowledged among peers as an outstanding leader in the education field
- Ability to demonstrate a high level of confidentiality and integrity

### **Minimum Required Education and Experience**

- A Masters' Degree with five (5) or more years of progressive senior management experience in a public or private sector organization.
- Must have managed the transformation/significant business change or a work stream in the transformation/significant business change of an organization.
- Excellent understanding of the public sector governance policies and procedures

### **Authority to:**

- Approve expenditure within agreed limits
- Review and sign correspondence and other documents on behalf of the Permanent Secretary
- Determine types of research and evaluation studies to be done and data to be collected;
- Prioritize expenditure;
- Determine the changes to be made in project implementation strategies;
- Identify inter-relationships between projects being implemented to achieve specific policy goals and prevent duplication of effort;
- Approve vacation, departmental and sick leave for staff

### **Specific Conditions associated with the job**

- Normal office working conditions;
- The nature of the job may require extensive local and overseas travel with extensive local and regional networking.

## Validation of Job Description

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