

**MINISTRY OF EDUCATION AND YOUTH  
NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Director/ Principal
<b>JOB GRADE:</b>	Level 10
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Office of the Director/Principal
<b>SECTION/UNIT</b>	N/A
<b>REPORTS TO:</b>	Permanent Secretary – Ministry of Education & Youth
<b>MANAGES:</b>	Senior Director Programmes, Director Quality Assurance, Director Research Business Development, Office Manager, Communications & Public Relations Officer, Executive Assistant

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 Branch/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Management Branch

\_\_\_\_\_  
Date Created/revised

## **Job Purpose**

To lead, oversee and support the growth, sustainability and day to day management of the National College for Educational Leadership (NCEL) to facilitate delivery of its mandate to provide training and development solutions to enhance the quality of leadership in the education sector.

## **Key Outputs:**

- Direction and guidance in operationalizing the policy directives of the Ministry of Education and Youth provided;
- The financial affairs of the College managed;
- Strategic and policy advice to the MoEY's Permanent Secretary, senior officials and Minister provided
- Direction in developing the research agenda and identifying funding through grant income and commercial sources provided;
- Leadership in the preparation and application for the accreditation of the programmes of the College provided;
- The design of a robust quality assurance framework overseen and promoted;
- The relationships and business ventures between the College and its franchisees, partners and service providers overseen and driven
- Building of the profile and advancement of the work of the College as a respected leadership and research entity led
- Reports, position papers, cabinet submissions and other documents prepared; preparation of the Annual Report overseen and the report presented to Parliament
- The development and periodic review of the College's vision, mission and operating strategy guided
- The preparation of the NCEL's strategic and annual business plans led and regular monitoring and reporting on the plans undertaken
- Staff of the NCEL, including direct supervisees, led, managed and developed
- Required human resource activities undertaken

## **Key Responsibility Areas:**

### **Technical / Professional Responsibilities**

- Provides direction and guidance in operationalizing the policy directives of the Ministry of Education in order to achieve the College's medium and long term objectives and maintain an efficient and effective operation.
- Contributes to shaping and translating Government policies on schools and educational leadership and advises the Ministry of Education on such matters.
- Manages the financial affairs of the College ensuring robust financial planning and a full understanding of the costs and risks so as to ensure it achieves its objectives and targets within the financial parameters and budget.
- Provides strategic and policy advice to the Permanent Secretary and senior officials of the MoE and the Minister of Education including inputs to Ministry Papers, Cabinet Submissions and other high level reports.

- Provides direction in developing the research agenda and identifying funding through grant income and commercial sources to enhance research capability and achieve the objective to be commercially competitive in carrying out world class research within the education sector locally and regionally.
- Provides leadership in the preparation and application for the accreditation of the programmes of the College locally and by any other territory/island in which the programmes are being offered.
- Oversees and promotes the design of a robust quality assurance framework ensuring that the programmes of the college are compliant with internal and external quality assurance standards.
- Oversees and drives the relationship and business ventures between the College and its franchisees, partners and service providers ensuring that they comply fully with all relevant legislative, corporate governance and quality assurance arrangements of the College.
- Leads in building the profile and advancing the work of the College as a respected leadership and research entity by establishing strong and sustained relationships through partnerships and other collaborative efforts with leaders in academia locally and regionally as well as similar public and private sector school leadership entities internationally, professional associations and other key stakeholders or influential groups.
- Represents the College and actively participates in public interest activities which will position the College as a favourable strategic partner.
- Sets the tone for corporate civic responsibility by engaging the media and the general public and representing the College at civic, professional and industry associations within local, regional and international communities
- Prepares reports, position papers, cabinet submissions and other documents as required for submission to the Ministry of Education; oversees the preparation of the Annual Report and attends Parliament to present on the performance of the College as required.

### **Management/Administrative Responsibilities**

- Guides the development and periodic review of the College's vision, mission and operating strategy in partnership with the Advisory Board and senior managers.
- Leads the preparation of the NCEL's strategic and annual business plans; monitoring and reporting regularly to the Permanent Secretary and Minister on performance, finance, risk management and forward planning.
- Provides leadership and management of the NCEL's staff ensuring the vision, mission and core values are effectively communicated and an enabling environment is provided to keep staff sufficiently engaged in order that they can consistently demonstrate the desired behaviours of the College.

### **HR Responsibilities**

- Develops and manages the performance of staff supervised, 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.

- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated.
- Participates in the recruitment and selection of staff supervised and recommends movement when appropriate.
- Approves vacation, sick and departmental leave for supervised staff 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 as required.
- Ensures that staff adheres to the policies and procedures of the NCEL.
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively.
- Collaborates with the Office Management Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies and personal development and career advancement of employees.
- Fosters teamwork, a harmonious working environment, and promotes collaborative working relations.
- Conducts performance appraisals of staff supervised for the required purpose and at required intervals.

### **Other**

- Performs other related functions assigned from time to time by the Permanent Secretary - MoE.

### **Performance Standards:**

- Strategic and operational performance targets and objectives are consistently met.
- Policy advice/recommendations made are sound and reliable.
- Direction provided to the College is consistent with the mandate and policy priorities of the MoE.
- Recommendations/advice provided to Council, Ministry of Finance and direct reports are consistent, sound and reliable.
- Trainees, franchisees, partners and staff satisfaction ratings are consistently maintained in established range.
- The image of the College among its stakeholders, academia, associates and general public is maintained at a consistently positive and high level.
- Documents produced are appropriately prepared and submitted within the required timeframe.
- Sound leadership is consistently demonstrated in all areas of responsibility - staff are highly engaged.
- High ethical standards are maintained in the conduct of professional and personal business.

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

**Contacts within the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Ministry of Education	Receiving policy direction and securing financial resources

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

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
National Education Inspectorate	Collaboration/consultation on various initiatives pertaining to leadership development/training
Jamaica Teaching Council	Collaboration/consultation on various initiatives pertaining to leadership development/training
Department of School Services	Collaboration/consultation on various initiatives pertaining to leadership development/training
Donor Organizations	Securing/Negotiating funding for the College
Overseas and Local Educational Agencies/Institutions	Collaboration/consultation on various initiatives pertaining to leadership development/training
Members of the Public	Building awareness, goodwill towards and recognition of the College

**Required Competencies:**

**Core**

- Excellent leadership and managerial skills – impact/ influence
- Excellent interpersonal skills – teamwork/ cooperation
- Excellent problem solving and analytical skills
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Excellent networking skills with the ability to build and maintain strong high level relationships in academia, funding agencies, the public and private sectors locally, regionally and internationally
- Ability to work effectively in stressful and time sensitive scenarios
- Ability to effectively navigate complex bureaucracies to get things done and achieve results

**Technical**

- Sound knowledge of Government and administrative systems and public policy
- Sound knowledge of governance and accountable / accounting framework
- Sound knowledge of the Jamaican education system
- Working knowledge of the legislative and regulatory framework governing education
- Proficiency in the use of relevant computer applications
- Proficiency in public policy formulation, implementation and administration

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

- Master's Degree in Education / Public Administration / Public Sector Management
- Training in Strategic Planning, Performance Monitoring and Evaluation, and Project Management
- At least seven (7) years' experience in education administration/management at least three (3) of which should be at a senior managerial level

### **Authority:**

- To approve contracts with funding agencies, partners and franchisees and for goods/services
- To delegate work to staff throughout the organization
- To authorize expenditures in keeping with established limits
- To hire, terminate, reassign and discipline staff within the NCEL in accordance with the Ministry's and the NCEL's human resource policies and procedures

### **Specific Conditions Associated with the Job**

- Normal office environment
- Required to travel to meetings, conferences and other events both island wide and overseas
- Required to work beyond normal hours in order to meet deadlines

## Validation of Job Description

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

Handwritten signature and date: 09-25-16