

JAMAICA NATIONAL HERITAGE TRUST

JOB DESCRIPTION & SPECIFICATION

JOB TITLE :	EXECUTIVE DIRECTOR		
JOB CLASSIFICATION:	GMG SEG 6	JOB CODE:	
DEPARTMENT:	Executive		
REPORTS TO:	Chairman - The Board of Trustees		

CONTEXT

JOB PURPOSE	<p>The Executive Director of the Jamaica National Heritage Trust (JNHT) is responsible for preserving, promoting and protecting Jamaica's heritage guided by established policies, goals and objectives approved by the Board of Trustees and /or the relevant Ministry.</p> <p>These policies, goals and objectives will be operationalized through projects, programmes and services deemed to be vital to understanding and protecting Jamaica's material cultural heritage and will include the participation of a diverse group of engaged citizens as well as representatives of heritage organizations both local and international who will play a crucial role in their discussions, planning and development.</p> <p>The incumbent leads, coordinates, manages and monitors all those activities with a view to achieve the stated policies and programmes of the JNHT. He or she makes recommendations to the Board of Trustees based on a process of continuous assessments of those programmes taking into consideration any changes in trends and needs while in the process of protecting Jamaica's heritage.</p> <p>The incumbent represents the JNHT through written communications, one-on-one meetings as well as public speaking and representations at local and international fora, seminars and meetings as directed by the Board of Trustees.</p> <p>The Executive Director of the JNHT seeks to achieve the above through a team of professionals who discharge their responsibilities using ethical scientific and business practices in a manner that maximizes, as far as possible, employee motivation and commitment with high levels of accountability, responsibility as well as documented productivity, while maintaining the integrity of our heritage.</p>
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AREAS OF RESPONSIBILITY

ACCOUNTABILITIES:	KEY ACTIVITIES
MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES	<ul style="list-style-type: none">• Initiate and develop corporate strategies based on those policies as set by the Board of Trustees to manage and administer all areas of the JNHT.• Monitor the JNHT's Strategic/Corporate Plan and Operational Plan ensuring that output is achieved according to agreed timelines and measurable targets.

	<ul style="list-style-type: none"> • Develop short and long term projects and programmes based on strategies aimed at maximizing the use of resources in the interest of national heritage protection. • Develop plans and procedures in collaboration with direct reports to ensure that goals, projects and programmes are achieved and delivered according to their established budgets and timelines. • Direct and manage all resources of the JNHT to ensure their effective use and achievement of objectives. • Monitor the approved budget as well as assets of the JNHT ensuring that all expenditure and usage are documented, accounted for and guided by GOJ guidelines. • Provide direction, support and control to direct reports in order to ensure that they are appropriately motivated and trained in order to carry out their responsibilities to the required standards.
<p>TECHNICAL & PROFESSIONAL RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Provide leadership for the operations of the JNHT through monitoring projects and programmes, their research, development, implementation and management of output. • Is responsible for the development and implementation of an annual budget for the JNHT, working closely with direct reports and other stakeholders. Be guided by GOJ's regulations, staff orders, standards and policies. • Monitor the allocation of financial resources and evaluate their use in achieving overall objectives. • Make recommendations to the Board of Trustees and the appropriate Minister on heritage related programmes, projects and collaborative opportunities. • Report to the Board of Trustees and the appropriate Minister on implemented projects and programmes, their timelines and effectiveness. Make supported recommendations as required. • Is the Chair of regularly scheduled meetings with direct reports in order to coordinate, monitor and evaluate the progress and value added of projects and programmes. • Demonstrate and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the JNHT. • Comply with the requirements and decisions of the Board of Trustees including the preparation and timely delivery of reports. • Is responsible for the preparation and timely delivery of: Ministry Papers, Cabinet Notes and Cabinet Submissions. • Coordinate and collaborate in those actions taken with a view to integrate heritage activities which will influence the development of positive national values which will in turn positively impact Jamaica's socio-cultural and economic development.

	<ul style="list-style-type: none"> • Provide support and collaboration as needed to the relevant Agencies to preserve, upgrade and enhance Jamaica's heritage sites. • Participate in inter-agency meetings to support on-going consultations and dialogue in discussing, resolving and implementing pertinent Heritage related issues. • Ensure that proper accounting and reporting procedures are followed according to established policies. Make recommendations to the Board of Trustees on any changes as required. • Monitor and report to the Board of Trustees on the inflow and out flow and usage of funds received from private, individual and company donors. • Ensure that the appropriate administrative structures and systems are in place to facilitate and achieve effectiveness and efficiencies. • Represent the JNHT at local and international heritage related meetings, conferences, and other fora as required. • Perform any other related duties which may be assigned from time to time by the Board of Trustees.
DEPARTMENTAL HUMAN RESOURCE RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide leadership to employees of the JNHT by creating the vision, encouraging a team approach and motivating them towards accomplishing objectives and fulfilling responsibilities. Utilize objectivity in goal setting and delegation. • Set clear, results-oriented goals with realistic and measurable outcomes for employees using those policies approved by the Board of Trustees. • Ensure that employees of the JNHT are given the required coaching, mentoring and training, providing assistance and support as and when needed while making certain that employees are aware of and adhere to the statutes, policies and procedures of the JNHT. • Manage the welfare and development of employees of the JNHT through the timely preparation of and feedback to performance appraisals as well as recommendations for training and development programmes. • Ensure that feedback to performance appraisals is regular, appropriate and constructive. • Guide the recruitment, selection, orientation and training of employees and volunteers of the JNHT. • Ensure that all employees are held accountable for their responsibilities and using available resources, be sure that optimum working conditions exist for all employees of the JNHT.
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Promote awareness of the JHNT's mission and aims. • Participate in networking and community relations activities while building strong relationships.

	<ul style="list-style-type: none"> • Work with key external stakeholder groups including all levels of Government. • Facilitate a communication plan which informs the relevant Jamaican communities of the activities and direction of the JNHT. • Identify and maintain lists of key heritage and community influencers. • Direct the preparation of grants and sponsorships as well as the required reports to funding agencies and or individuals. • Approve and sign cheques, contracts and other documents on behalf of the JNHT under instructions from the Board of Trustees. • Approve expenditure for projects and programmes within budgetary limits under instructions from the Board of Trustees. • Is a working member of the Ministry of Youth and Culture’s Monitoring & Evaluation Technical Working Group.
<p>KEY RESULT AREAS/OUTPUT</p>	<ul style="list-style-type: none"> • An integrated and realistic three year Strategic/Corporate Plan revised and updated annually according to schedule, which is representative of the JNHT and its relevant key stakeholders. • An integrated one year Operational Plan revised and updated annually, presented according to the established schedule. • Quarterly performance evaluation reports with respect to achieving targets in the Operational Plan. • Monthly performance evaluation reports with respect to achieving targets in the Operational Plan. • Approved and implemented processes and systems to operationalize and implement the policies, goals and objectives approved by the Board of Trustees and / or the relevant Ministry. • Prepared and submitted: Ministry Papers, Cabinet Notes and Cabinet submissions. • Presented annual reports on the various activities and programmes conducted during the period by the JNHT as well as in conjunction with related cultural agencies and international foundations. • Monthly budget reports which speak to cost on projects and programmes implemented or to be implemented. • Any other report related to the strategic planning and monitoring process as well as organization development and efficiency in output. • Trained, motivated, efficient and productive employees of the JNHT whose output is in line with its statutes, policies, and standards.

MEASURES OF SUCCESS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
PERFORMANCE MEASURES	<ul style="list-style-type: none"> • Demonstrated ownership and support for the strategic planning, monitoring and evaluation process and timely preparation of required reports as well as achieving their delivery dates as instructed by the Board of Trustees. • Annual, quarterly, status, budget and other reports are submitted within the agreed time frames and as per Ministry guidelines and requirements of the Board of Trustees. • Delivery of the various projects and programmes to operationalize the policies of the JNHT is achieved according to documented and agreed targets, budgets and timelines. • Performance targets as detailed in the JNHT's corporate plan are met. • Healthy employee relationships are achieved through the following: <ul style="list-style-type: none"> – The highest caliber of employees is attracted through a respected recruitment process. – JNHT's statutes, policies and procedures are implemented throughout the organization. – Recognition of employees is acknowledged through performance evaluations which are conducted as prescribed. • A viable communication plan is completed, approved and implemented. • The preparation of grants, sponsorships as well as any other required reports to funding agencies and or individuals is completed and adheres to established principles and timelines.

COMPETENCIES

FUNCTIONAL	DEFINITION
REQUIRED SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • An excellent leader/manager, results oriented, strongly motivated and competent to motivate others. • Excellent presentation, oral and written communication skills. • Able to work well with diverse groups. • Is flexible, resourceful and able to work well under pressure. • Has high ethical conduct and demonstrated integrity. • Excellent analytical, negotiation and decision making skills.
REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION	<ul style="list-style-type: none"> • A high level of proficiency in the relevant and varied software applications. • Knowledge of Jamaican heritage, the work of related agencies and the functioning of related international foundations and agencies. • Knowledge of the Jamaica National Heritage Trust Act and any other related information. • Knowledge of International Heritage Convention and Charters.

QUALIFICATION & EXPERIENCE

QUALIFICATIONS:	<ul style="list-style-type: none"> • A Masters degree in Humanities or Cultural Studies or Heritage Studies or Cultural Resource Management or Anthropology or its equivalent from a recognized tertiary institution OR • A Masters Degree in Business Administration, Management or its equivalent from a recognized tertiary institution.
EXPERIENCE REQUIREMENTS:	<ul style="list-style-type: none"> • Ten (10) years of experience in a senior capacity in a cultural, heritage or development organization. OR • Training and experience in the concepts and principles of project management. • Training in an area of Human Resource Management and Development. • Fluency in another language spoken within the Caribbean Region would be considered an asset.

SPECIAL CONDITION ASSOCIATED WITH THE JOB	<ul style="list-style-type: none"> • This is an office environment with no adverse working conditions however, there can be high pressure when deadlines are to be met. • Travelling is required within Jamaica and occasionally external to Jamaica. • Extended working hours are expected as well as working on weekends and public holidays.
AUTHORITY TO:	<ul style="list-style-type: none"> • Prepare and recommend budget requirements for the JNHT to the Board of Trustees. • Make recommendations to the Board of Trustees on matters related to the output of the JNHT. • Represent the JNHT and or the Chairman of the Board of Trustees based on his or her request, on matters related to the position. • Recommend leave, disciplinary action and promotion for employees of the JNHT according to established policies and procedures. • Maintain close collaboration with internal and external stakeholders of the JNHT's output.

COMMUNICATION

LIAISE INTERNALLY	
The Chairman of the Board of Trustees & Members of the Board	Receive instructions from the Chair, report to the Chair, make recommendation to the Chair and represent when instructed.
Directors & Department Heads, Employees of the JNHT	Receive and send reports, inform, consult with, inform and meet with.

LIAISE EXTERNALLY	PURPOSE OF COMMUNICATION
IOJ	Consult with and problem solving.
Ministry of Youth and Culture	Consult with and problem solving.
Ministry of Local Government	Share information, report to, receive reports and consult with.
Ministry of Labour	Share information, report to, receive reports and consult with.
Ministry of Education	Consulting and problem solving.
The Attorney General's Office	Request legal opinions and consultation.
Ministry of Tourism and Entertainment	Consult with and problem solving.
Ministry of Finance & Planning	Share information, report to, receive reports and consult with.
Heads of other Departments & Agencies	Receive and send reports, inform, meet with, consult with, troubleshoot and problem solving.
Cabinet Office	Share information, report to, receive reports and consult with.
UNESCO	Share information, report to, receive reports and consult with.