

JAMAICA NATIONAL HERITAGE TRUST
Job Description & Specification

JOB TITLE :	MANAGER TECHNICAL OPERATIONS		
JOB CLASSIFICATION:	SOG/ST 6	JOB CODE:	
DEPARTMENT:	Estate Management		
REPORTS TO:	Director, Estate Management		
DIRECT SUPERVISION GIVEN TO:			

CONTEXT

JOB PURPOSE	<p>Under the general direction of the Director Estate Management, the Manager Technical Operations of the Jamaica National Heritage Trust (JNHT) is responsible for the provision of technical support in the construction and lease, monitoring of sites, buildings, monuments and the maintenance of properties owned by the JNHT.</p> <p>The Manager Technical Operations in the course of his or her duties, visits sites across the island and liaises with Parish Councils in order to review submissions for site re-generation (re-development) which encompasses demolition, additions and extensions as well as proposed new buildings.</p> <p>The incumbent liaises with owners of approximately two hundred (200) declared sites in order to monitor, manage and regulate the use of properties / buildings as well as provide recommendations related to best practices in restoring and maintaining historic structures.</p> <p>The incumbent strives to achieve the above through a team of professionals who discharge their responsibilities using ethical, technical and business practices in a manner that maximizes, as far as possible, with high levels of accuracy, accountability, responsibility as well as documented productivity.</p>
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AREAS OF RESPONSIBILITY

ACCOUNTABILITIES:	KEY ACTIVITIES
MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide leadership to direct reports through monitoring related projects and management of output. • Foster a team environment working closely with direct reports as leader while providing technical direction and mentoring to them. • Maintain a high standard of ethical behavior to uphold the JNHT's reputation and

	<p>demonstrate a commitment to core values.</p> <ul style="list-style-type: none"> • Implement those best practices and professional standards of technical excellence to all recommendations and output. • Ensure that JNHT’s assets are protected and expenditure used by direct reports in carrying out their responsibilities is monitored while following the related guidelines of the GOJ.
<p>TECHNICAL & PROFESSIONAL RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Plans, schedules, manages and coordinates the activities of staff on a daily basis ensuring that the policies and procedures of the JNHT are being observed and effective implementation of goals and objectives. • Visits all works or projects for the purpose of inspection and certification in respect of accuracy, standards and the effective utilization of labour, equipment and material at the most effective cost. • Ensures that work standards are maintained within guidelines of the GOJ, Parish Councils and any other relevant agencies • Prepares monthly reports on projects that are being implemented for submission to the relevant Senior Managers and Regulatory Authorities. • Participates in various Parish Council/Agency meetings (building/planning committees) and make referrals to the Heritage Development Review Committee (HRDC) or other relevant committee of drawings or development plans which requires approval. • Prepares scope of work and costings for maintenance, repairs, preservation and or enhancement of sites. • Manages various projects and contracts to ensure deadlines, standards and objectives are adhered to. • Ensure that all monument and site documents to include measured surveys are

available and information is always up-to-date.

- Monitors lease/license/maintenance agreements to ensure compliance with the relevant terms and conditions.
- Oversees interventions to sites to ensure that restoration is in-line with the JNHT's approval for work undertaken by Contractors and other service providers and ensures that terms , conditions and standards are adhered to documents are prepared to obtain approval for payments.
- Ensure that all documentations and drawings are available so that projects can be effectively supervised.
- Monitors Heritage Districts and sites assigned to ensure that developments are in compliance with the JNHT Act or other policies and procedures of the JNHT.
- Assists with the development of proposals for funding for the enhancement of sites from Funding Agencies, local and international.
- Design, obtain quotations and coordinate the installation of numerous "Warning", "Danger", and Directional Signs at the sites owned by the JNHT and ensure that all signage are appropriately placed.
- Provide technical support to other divisions as requested.
- Ensure that approved restoration plans directed by the Board of Trustees in carried out accordingly and that bills of quantities are adhered to.
- Perform any other related duties which may be assigned from time to time by the Director Estate Management.
- Ensure that all direct reports and district inspectors are necessarily equipped and or their needs are reported to the Director Estate Management.

	<ul style="list-style-type: none"> • Research and implement tactics to mitigate squatting: terminate and or formalize existing situations according to established procedures and legal guidelines. • Perform any other job related function as assigned by the Director Estate Management.
DEPARTMENTAL HUMAN RESOURCE RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide leadership to direct reports by creating the vision, encouraging a team approach and motivating them towards accomplishing objectives and fulfilling responsibilities. • Set clear, result-oriented goals with realistic and measurable outcomes for direct reports. • Ensure that direct reports are given the coaching, mentoring and training, assistance and support as and when needed while making certain that they know of and adhere to the statutes, policies and procedures of the JNHT. • Manage the welfare and development of direct reports 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.
OTHER RESPONSIBILITIES	Participates in and or leads cross functional committees and or work groups as required
KEY RESULT AREAS/OUTPUT	<ul style="list-style-type: none"> • Recommendations prepared which are based on proposals from Parish Councils are valid and presented within the required time frame. • Any relevant construction is monitored and reported on to ensure that it is being done according to approved specifications. • Weekly reports are provided on each project undertaken and are shared with the relevant authorities.

MEASURES OF SUCCESS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
PERFORMANCE MEASURES	<ul style="list-style-type: none"> • Recommendations based on proposals are made according to specified criteria and delivered according to agreed standards. • Site recordings, drawings and recommendations are prepared according to established industry standards.

	<ul style="list-style-type: none"> • The appropriate contact with all relevant stakeholders is maintained and reported on. • Projects are effectively executed.
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COMPETENCIES

FUNCTIONAL	DEFINITION
REQUIRED SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • Proficiency in the relevant and varied software applications and hardware. • Has knowledge of Jamaican history and heritage. • Training in Project Management
REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION	<ul style="list-style-type: none"> • Good presentation, oral and written communication skills. • Excellent interpersonal skills, works well with diverse groups and able to work as part of a team. • Is analytical, precise and pays attention to details. • Has high ethical conduct and demonstrated integrity. • An understanding of the JNHT Act (1985) • An understanding of GOJ's procurement policy • Report and proposal writing skills

QUALIFICATION & EXPERIENCE

QUALIFICATIONS:	<ul style="list-style-type: none"> • An undergraduate degree in Construction Engineering, Urban Planning or related discipline from a recognized tertiary institution or equivalent. • Knowledge of Geographic Information System (GIS) and other mapping equipment would be considered an asset.
EXPERIENCE REQUIREMENTS:	<ul style="list-style-type: none"> • Three (3) years of experience in a similar capacity.

SPECIAL CONDITION ASSOCIATED WITH THE JOB	<p>This position requires working outdoors across Jamaica, travelling to remote areas with extensive interaction with the local population.</p> <p>There can be adverse working conditions and or working under rugged conditions with high pressure especially when deadlines are to be met.</p> <p>Extended working hours are expected as well as working on weekends and public holidays.</p>

AUTHORITY TO:	Maintain close collaboration with internal and external stakeholders of the Division. As may be delegated from time to time.

COMMUNICATION

LIAISE INTERNALLY	
Research Officers	Confirmation of site declaration or interests in declaring sites.

LIAISE EXTERNALLY	PURPOSE OF COMMUNICATION
Directors of Planning – All Parish Councils	Verification/Confirmation of all development applications
Government Agencies/Departments	Routine follow-up on the area's progression
General Public	To obtain cultural and heritage information