



## **NATIONAL ENVIRONMENT AND PLANNING AGENCY**

### **JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Manager, Enforcement
<b>JOB GRADE:</b>	8
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Legal & Enforcement
<b>BRANCH:</b>	Enforcement
<b>REPORTS TO:</b>	Director, Legal & Enforcement
<b>MANAGES:</b>	Enforcement Coordinators, Senior Secretary

This document is used as a management tool and specifically to 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

### **Strategic Objectives of the Division/Branch:**

To provide legal and enforcement services to the National Environment and Planning Agency, the Natural Resources Conservation Authority, the Town and Country Planning Authority and the Land Development Utilization Commission (NEPA/NRCA/TCPA/LDUC) in maintaining compliance with environmental, planning, land utilisation laws and regulations. It also provides administrative and secretarial support to the NRCA, TCPA, NEPA Advisory Board and their sub-committees. The Division is organised in three branches as shown below:

1. **The Legal Services Branch:** The Legal Services Branch provides legal services to the NEPA/ NRCA/TCPA/LDUC on the implementation of the integrative legislative framework for managing Jamaica's natural resources and the built environment. The key functions include: representing the Agency and/or Authorities in legal hearings, such as the prosecution of environmental crimes, restrictive covenant hearings and appeal hearings; preparing position papers and conducting gap analysis on the various laws and regulations administered by the Agency and Authorities as well as compliance with international and regional treaties and agreements
2. **The Enforcement Branch:** enforces and ensures compliance of the environmental and planning laws, regulations and standards administered by NEPA through the monitoring of decision taken by the Authorities with respect to Permits/Licence/Approvals and the conduct of investigations to detect breaches of environmental and planning laws. The Branch also responds to wildlife incidents and assists with the removal/retrieval of wildlife as well as assist in disaster assessments
3. **The Boards Secretariat:** provides professional administrative and secretarial services to the Natural Resources Conservation Authority – NRCA, the Town and Country Planning Authority – TCPA and the Land Development and Utilization Commission – LDUC and their subcommittees.

### **Job Purpose:**

The Manager, Enforcement is responsible for leading the compliance and enforcement function of the Agency in: monitoring, investigating compliance and the application of sanctions for non-compliance within the regulated community as well as the general public to ensure compliance with approved permits and licenses and established environmental and planning laws for the protection of the nation's natural resources.

### **Key Outputs:**

- Branch's operational plan
- Compliance & Enforcement operating model and strategy
- Compliance & Enforcement operating policies & procedures manual
- Compliance & Enforcement public education and training materials.
- Reports, technical papers
- Management decisions, advice and guidance
- Direct reports performance feedback and appraisals

## **Key Responsibility Areas:**

### **A. *Management Responsibilities***

1. Contributes to the preparation of the Division's operational plans and budget, ensuring the Branch's contribution is clearly defined including well aligned objectives, performance indicators and targets.
2. Manages the implementation of the Branch's operational activities ensuring team members individual work plans and schedule are the provision of technical guidance to team members to enable achievement of agreed targets, monitors performance and recommends/takes corrective action to address issues that may impact the expected results.
3. Leads the development/review of operating policies and procedures including the Technical manual to guide the operations of the Branch.
4. Develops risk management strategies.
5. Participates in the process of identifying potential partners (including local community groups) for the implementation and maintenance of compliance and enforcement programmes; assists with negotiations and monitors the functioning of agreements/MOU making recommendations as necessary to changes in order to enable the achievement of compliance and enforcement objectives.
6. Monitors and ensures effective coordination between the Enforcement Branch and other branches involved with compliance and enforcement to enable improved efficiency and responsiveness to the regulated community.
7. Coordinates the Branch's role in the planning and implementation of enforcement programmes for the annual bird shooting season.
8. Monitors and ensures the maintenance of electronic and paper-based administrative and licensees data/files as well as all databases utilised by the Branch.
9. Prepares performance/ progress reports as required
10. Participates in the design and facilitation of public education programmes to promote compliance and other related initiatives of the Branch.
11. Collaborates with the Projects Branch in the design and execution of Projects undertaken by the Branch.
12. Establishes and maintains compliance and enforcement networks including professional association membership, training and other affiliations locally, regionally and international to keep abreast of developments in the industry/discipline to facilitate personal and team advancement.
13. Demonstrates and upholds the Agency's core values in personal and professional behaviours in order to minimise reputational risks and maintain the corporate image of the Agency

## **B. Technical/ Professional Responsibilities**

1. Leads the development and annual review of the compliance monitoring operating model and strategy to enable effective use of resources, to enable fair, predictable and consistent application of environmental laws within the regulated communities.
2. Contributes to the design and evaluation of Compliance and Enforcement programmes as well as policy review and development.
3. Periodically assesses the nature and extent of environmental breaches and compliance violations to determine probable causes and makes recommendations as necessary to address issues identified for improved compliance across the regulated community to achieve desired level of environmental protection.
4. Leads/participates in investigations including the development of formal evidentiary cases of observed or suspected environmental and planning breaches escalated as part of the enforcement process.
5. Assesses recommendations submitted by team members for legal sanctions in cases of non-compliance to ensure justification and pertinence prior to submitting to the Legal Branch for action.
6. Monitors the verification process ensuring appropriate methods are utilized to enhance/maintain the integrity of the compliance and enforcement programmes.
7. Collaborates with other divisions, and external partners to execute joint compliance and enforcement initiatives as necessary.
8. Provides technical advice to other branches/divisions, clients and public as requested.
9. Participates in technical capacity building (including on-the-job and classroom training) of team members, internal and external partner resources as required.

## **C. Human Resource Responsibilities**

1. Provides leadership to direct reports to enable their personal growth and professional development through inter alia:
  - a. effective objective setting, discussion and agreement of work programmes
  - b. delegation of appropriate levels of authority and autonomy to enable risk-taking and decision making
  - c. appropriate technical and managerial guidance
  - d. timely and effective communication and performance feedback
  - e. performance coaching to develop competence
2. Ensures that training and other development needs of direct reports and other Branch staff are adequately identified and addressed.

#### **D. Other Responsibilities**

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

#### **Authority**

The position incumbent is authorized to:

- Approve legal sanctions for non-compliance
- Assign duties to team members
- Approve expenditure within assigned limit
- Authorise staff leave
- Administer disciplinary action to team members in keeping with established policies.

#### **Performance Standards:**

- Established Branch and personal, targets are consistently achieved.
- The operations of the Branch are effectively managed to enable efficiency, cost savings and a productive and engaged cadre of staff.
- Operational systems and policies are current and enable the provision of efficient and effective service from the Branch.
- Compliance & Enforcement operating model and strategy are in-keeping with professional standards and applicable to the local regulated community,
- Positive business relations exist with both internal and external partners and the regulated community.
- Development and welfare of the Branch members are adequately addressed; staff is efficient and effective.
- Direct reports are consistently satisfied with the quality and timeliness of guidance and performance feedback provided.
- Confidentiality, integrity and professionalism are demonstrated in the execution of duties and personal conduct

#### **Internal and External Contacts**

##### **(i) Internal**

<b>Contact (Title)</b>	<b>Purpose of contact</b>
CEO, Director	Reporting Providing technical advice
Directors, Managers, Technical Officers from all Branches,	Providing/ receiving information Collaborate on programme design and service delivery

**(ii) External Contact (required for the achievement of the position's objectives)**

Contact (Title)	Purpose of Contact
External partners (MDAs, community groups, NGOs)	Collaboration, on compliance & enforcement programmes and other matters,  Exchange of information
Licensees/permittees	Provide support in regards to on the ground operations

**Working Conditions**

- Typical office environment
- Occasionally required to work in the field

**Required Competencies**

- Excellent Interpersonal and conflict resolution skills
- Excellent leadership skills
- Excellent planning, organizing, analytical and problem solving skills
- Well-developed human resources skills.
- Effective decision making skills
- Sound knowledge of local and international environmental management and town and country planning issues.
- Ability to effectively communicate at all levels
- Ability to write clear and concise reports and briefs
- Excellent knowledge of Enforcement laws and regulations
- Proficiency in advanced investigative techniques

**Minimum Required Education and Experience**

- Undergraduate degree in Management Studies/ Geography/ Natural Sciences/ Natural Resources Management/Urban and Regional Planning or any related field
- Training or Certificate in Supervisory Management
- Training in advanced investigative techniques.
- Experience of working under pressure and fulfilling demanding deadlines
- At least three years' experience in a similar or related post.
- Experience with the Jamaica Constabulary Force or the JDF would be an asset.

***Salary range \$2,688,714.00 - \$3,347,127.00 per annum and any allowance(s) attached to the post***