



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Manager, Planning Sub-Division
JOB GRADE:	9
POST NUMBER:	
DIVISION:	Spatial Planning
BRANCH:	
REPORTS TO:	Director Spatial Planning
MANAGES:	Manager, Local Area Planning Branch, Manager, National Spatial Strategy Branch

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

Strategic Objectives of the Division/Branch:

The Spatial Planning Division (SPD) proactively leads, guides, manages and directs spatial development within Jamaica so as to ensure the sustainable development of its resources so as to make Jamaica *“The place of choice to live, work, raise families and do business”*.

The work of the Division is carried out in two Branches and 2 units namely:

National Spatial Strategy Branch – Uses innovative visioning, technology, smart collaboration and scientifically based research to develop and guide national spatial policies, strategies and plans to address emerging or existing phenomena.

The branch is involved and helps to drive the preparation of the, the National Spatial Plan and Strategy the National Settlement Strategy, the National Atlas, The National Sustainable Development Plan, the National 5-year Economic Plan, National Housing Policy, Tourism Master Plan, National Squatter Management Policy and Implementation Plan amongst others. The unit Conduct national spatial planning studies/surveys. Identifies land requirements on a national level for various development activities.

In addition the branch is responsible identify emerging spatial planning issues and assist in establishing and maintaining several local and national consultative working groups involved in the sustainable development of the country.

Local Area Planning Branch - Prepares Development Orders (DO) and Development Plans (DP). Develops and implements strategies to continuously review regional plans and local area plans to guide decision making on the use and development of lands. Develops policy, plans, guidelines and standards to complement the implementation of the DO and DPs. Provides technical assistance for planning and development control.

GIS Unit - Coordinates all GIS activities within the Agency ensuring optimal use of all spatial data. Manages the agency's GIS Enterprise System and collaborates with other government Agencies and Non-Government Organizations (NGOs) on GIS Matters. In addition the unit is responsible to assist and explore ways to modernize, automate and re-engineer several of the processes so as to make them more real time, data driven, participatory, accountable, transparent, responsive, effective and efficient, equitable, inclusive and rule of law based. The unit is also responsible for the preparation and maintenance of national spatial database

Architectural Planning Unit - Provides architectural and planning concepts and designs to augment the various plans development orders and research done within the Division. The unit also provide architectural and planning designs related to the NEPA buildings and projects. The unit also review and provide technical advice on development applications and other types of proposed developments. In addition the unit Lead the Smart Plan process and collaborates with various internal and external stakeholders to develop and innovate new and innovative ideas related to architectural and planning designs.

Job Purpose:

The Senior Manager, directs the operations of the Planning Sub-division in guiding the national development and use of land to ensure that the competing demands for land use satisfy the economic, social and cultural needs of the population having due regard to environmental issues.

The Senior Manager supports the Director in managing the operations of the Division and its contribution to the overall operations of the Agency by:

- Participating in the design and execution of effective management systems
- Participating in developing the strategic direction, policies, priorities and position of the Agency.
- Providing advice/support to the Divisional Directors, Chief Executive Officer, the parent and other Ministries.
- Ensuring appropriate levels of technical expertise is provided by the sub-division on strategic and operational matters.
- Representing the Agency on external committees, Boards, international conventions, conferences etc.

The incumbent is expected to demonstrate and uphold the core values in personal and professional behaviours in order to minimise reputational risks and maintain the corporate image of the Agency.

Key Outputs:

- Sub-Division's Operational Plan and budget
- Sub-Division's operating policies, systems and processes
- Physical planning policies, guidelines, standards
- Visioning and Innovation plans
- Research/Technical Papers
- Reports
- Management decisions
- Technical advice and guidance
- Direct reports performance feedback and appraisals

Key Responsibility Areas:

A. Management and other Responsibilities

1. Contributes to the preparation of the Division's corporate plans and budget; ensures the sub-division's plans are appropriately developed and aligned to support the achievement of the Division's objectives.
2. Contributes to the formulation of operating procedures and guidelines to support the functions of the Division; leads in the development of those specifically related to the sub-division and periodically evaluates their effectiveness and recommends/implements methods to correct identified weaknesses to maintain compliance with established regulations and policies.

3. Assists the Director in exploring and identifying opportunities where the Agency can benefit from collaboration and partnership with other public sector entities, NGOs and private sector organisations to advance its obligations to national spatial planning and facilitates the development/management of such relationships as required.
4. Contributes to the review and preparation of response to internal and external audit reports on the Division; manages the implementation of accepted recommendations related to areas within the span of control.
5. Ensures the activities of the Branches are carried out within established policies and procedures and that staff are kept abreast of changes in policies and procedures and other matters of the Sub-Division /Division/ Agency.
6. Keeps abreast of trends and issues spatial planning assesses their impact on the work of the Division/Agency and makes recommendations for changes where necessary to improve efficiency, effectiveness and quality of service.
7. Establishes and maintains network of spatial planning professionals, associations and organizations locally, regionally and internationally to facilitate individual and Agency capacity building and advancement.
8. Assist in driving the mentoring and succession planning program within the Division

B. Technical/ Professional Responsibilities

1. Leads the formulation of physical planning policies, standards and guidelines for governing the use and development of land to enable an orderly and cohesive spatial pattern.
2. Identifys areas (urban and rural) requiring specific policy intervention/s and provides guidance in the development of relevant policies and standards.
3. Provides technical assistance/advice on planning matters internally to the CEO, Divisional Directorts and to developers, government agencies and the general public.
4. Monitors the conduct of technical reviews of applications processed by the sub-division; and provides technical guidance where necessary to ensure reliability of recommendation/s; provide technical guidance/oversight to the preparation of development orders and plans at the national, parish and local levels,
5. Provides technical support to the Technical Review Committee for planning appications and other related matters.
6. Collaborates with the Projects Branch in identifying and developing project proposals and manages the institutionalization of project outputs/outcomes relevant to the sub-division.
7. Leads/guides/reviews the preparation of technical papers produced by the sub-Division to ensure they represents the Agency/national position and conforms with existing and acceptable spatial planning policies, guidelines and principles.
8. Contributes to the Agency's public education programme through research and preparation of topical and thought-leadership materials on spatial planning matters for presentation and/or publication.

9. Ensures that procedural manuals and other technical guidelines for the branches in the subdivision are developed and maintained.
10. Prepares and submits reports on the activities of the Planning subdivision as required.

C. Human Resource Responsibilities

1. Provides leadership to direct reports to enable their personal growth and professional development through inter alia:
 - effective objective setting, discussion and agreement of work programmes
 - delegation of appropriate levels of authority and autonomy to enable risk-taking and decision making
 - appropriate technical and managerial guidance
 - timely and effective communication and performance feedback
2. Ensures that training and other development needs of direct reports and other Division 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:

- Sign-off on Corporate and Operational Plans for the Sub-Division
- Authorise expenditure from Divisional Budget in keeping with approved limits
- recommend amendments to Development Plans, Orders and other research documents
- approve staff leave

Performance Standards:

- Established sub-Division and personal, targets are consistently achieved
- The operations of the sub-Division are effectively managed to enable efficiency, cost savings and a productive and engaged cadre of staff
- Sound and feasible advice is consistently provided
- Technical papers and thought leadership materials are well researched, factual and well written.
- Effective working relationship is maintained with industry professionals and other key stakeholders.

- 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

Contact (Title)	Purpose of contact
All Divisions	Information sharing, technical advice, collaboration on inter-division programmes
Division's Directors, CEO	Reporting, Provide technical advice
Various Committees, Authorities, Commissions and Boards	Provide technical advice

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

Contact (Title)	Purpose of Contact
Parent Ministry, other MDAs, local authorities	Information sharing, technical advice, collaboration on interagency programmes
Private Sector and International Agencies	Information sharing, technical advice, collaboration on interagency programmes
General Public, media, NGOs, Citizen Groups etc.	Thought leadership material, technical papers

Working Conditions

- Typical office environment

Required Competencies

- Excellent leadership, team and interpersonal skills
- Mastery of the concepts, theories, techniques and trends of planning and development
- Excellent knowledge of local and international existing and emerging planning and sustainable development issues.
- Excellent analytical judgment, decision making and problem solving skills
- Excellent negotiating and conflict resolution skills
- Ability to coordinate/manage multi-disciplinary teams.
- Excellent oral and written communication and presentation skills
- Working knowledge of relevant computer applications and systems
- Knowledge of data collection and analysis techniques and project management skill.

Minimum Required Education and Experience

- Undergraduate degree in urban and regional planning/geography or related discipline.
- Training in Supervisory Management or Management Studies/Public Administration or equivalent training.
- At least five years' experience in planning and development environment at a senior level.