

# **PUBLIC SECTOR TRANSFORMATION UNIT**

## **TERMS OF REFERENCE**

### **Research and Documentation Specialist**

#### **OVERVIEW**

The Public Sector Transformation Unit was established by Cabinet in November 2009 with the mandate to “lead, monitor, evaluate and facilitate the implementation of the restructuring of the Public Sector for efficient, effective and economical Government”. The Unit has developed a Public Sector Master Rationalisation Plan (MRP), with inputs from key stakeholders, internal and external to the Public Sector. After extensive deliberations at the level of the Cabinet and the Parliament, the MRP has been approved and was tabled in the Parliament as a White Paper on May 10, 2011. The implementation of the recommendations of the MRP began on July 1, 2011.

A critical part of the governance structure for transforming the Public Sector is the Consultative Monitoring Group (CMG) which was established by Cabinet to have general oversight of the work of the PSTU, review the recommendations and the strategies being pursued and to monitor the implementation of the recommendations.

It is vital that the process of Public Sector Transformation is a collaborative, consultative and coherent one. To this end, guiding principles such as; evidenced-based decision making, meaningful consultation with stakeholders and regular communication, at all levels, have been adopted in the implementation.

Research and documentation are strategic tools to ensure that among other things, decisions are based on evidence; the monitoring and evaluation of the project are facilitated by measurable indicators; and key lessons learned are made available for future transformation efforts in Jamaica and regionally.

The Research and Documentation Specialist will therefore play a critical role in the implementation, by taking responsibility for the ongoing documentation of the plans, processes and products of the Public Sector Transformation and for conducting research and analyzing and documenting research findings.

## **KEY DELIVERABLES**

1. Monthly Report consolidating information on the progress and outcomes of the Transformation process
2. Quarterly Status Reports on the achievements of the PSTU in the implementation of the Transformation process
3. Research and reporting on progress indicators, on a monthly basis, to facilitate the monitoring and evaluation of the project
4. Monthly Research Papers providing analysis and insights into key areas for transformation, to include the modality in other jurisdictions, risk factors, implementation challenges, institutional arrangements etc, to inform decisions on the modality for the Jamaican context. Areas for research to include:
  - Shared Corporate Services
  - Strategic Human Resource Management
  - Treatment of Science, Technology and Innovation in Government
  - Devolution of Authority
  - Information and Communication Technology Governance
5. Periodic research and documentation of key areas of interest to facilitate evidenced-based decision making

## **KEY RESPONSIBILITY AREAS**

1. Has responsibility for the ongoing documentation of key methodologies, processes and products of the Unit
2. Undertakes specific research assignments
3. Reviews and provides information on previous research already available in a particular policy or functional area
4. Prepares written reports on research findings and makes recommendations to the Chief Executive Officer and other team members
5. Participates in organising consultations/meetings with various stakeholder groups and documents the discussions and decisions of these sessions
6. Documents the discussions and decisions of the PSTU Unit meetings and the meetings of the Consultative Monitoring Group
7. Documents in-depth interviews with key stakeholders as required
8. Collects and analyzes data ascertained from interviews and focus group meetings
9. Prepares briefs, status reports, annual reports, concept notes, position papers and other documentation as required
10. Prepares press releases, newsletters and bulletins according to stated timelines
11. Assists in the preparation of Cabinet Submissions and Ministry Papers
12. Maintains a historical record of the activities/achievements of the Unit
13. Maintains an easily accessible electronic library of key project documents

14. Manages the Unit's on-line Community of Practice
15. Manages the Unit's website and Facebook page
16. Maintains in-depth knowledge of the documentation within the Unit, so as to be able to provide information on a timely basis to inform discussions and decisions.

### **PERFORMANCE STANDARDS**

- Work plan developed consistent with the requirements of the position, established guidelines and realistic timeframes
- Research/Briefs/Reports are well written, accurate and presented within agreed/established format and timeframe; briefs well researched and coordinated
- Established deadlines, targets and quality standards are consistently met
- Consultations with key stakeholders regarding the development and implementation strategies are consistent with national and international standards/best practices
- Rigorous analysis of data to inform policy/decision making
- Good coordination and effective working relations exist with stakeholders
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Masters Degree in Management Studies, Public Sector Management, Communications or any related field
- Five (5) Years Experience in research analysis/evaluation, documentation, records and information management

### **REQUIRED COMPETENCIES**

- Excellent research, report writing and documentation skills
- Excellent presentation, oral and written communication skills
- Excellent analytical and problem solving skills
- Good interpersonal skills
- Excellent planning and time management skills
- Ability to work under pressure and meet tight deadlines
- Proficiency in the use of Microsoft Office suite of applications
- Creativity in the presentation of information through use of graphical, pictorial or other appropriate communication means
- Demonstrable competence in Time Management
- Knowledge of Research Methodologies
- Knowledge of Best Practices and trends in Research and Analysis