



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the position of **POLICY AND STANDARD OPERATING PROCEDURES DEVELOPMENT SPECIALIST “Two (2) years Contract”** in the **Executive Office** with salary \$5,600,000 per annum.

JOB PURPOSE

The Policy and Standard Operating Procedures Development Specialist; under the direct Supervision of the Commissioner of Corrections, will develop policies and standard Operating Procedures necessary to aid the Department of Correctional Services in achieving a structured and systematic method of management of all facets of the Department.

KEY RESPONSIBILITIES

- Provides necessary guidance to the Office of the Commissioner of Corrections, on Policy and Standard Operational Procedures (SOP) development matters.
- Conduct research on the current Policies and Standard Operating Procedures, and identify gaps, both from a Departmental and Institutional standpoint.
- Develops Policies and SOPs for both the Department and Correctional Institutions.
- Develops a Reference Inventory System to allow for the effective and efficient documentation and management of all Policies and SOPs.
- Liaise with the Deputy Commissioner of Corrections, or her designate to garner feedback and support as necessary.
- Research existing Policies and SOPs and identify gaps, as well as recommend best practices.
- Visit Correctional Institutions, and conduct research on the current processes, for which it is likely that Policies and SOPs will be developed.
- Conduct a review of the current processes within the Department and recommend necessary Policies and SOPs, for remedial action.
- Identify outdated and archaic documents and recommend review as necessary.
- Consult with resource personnel to solicit necessary feedback to guide the process.
- Investigate best practices in other jurisdictions, to guide the process.
- Make recommendations concerning improvement to procedures and processes within the Department.
- Draft Policies and SOPs as necessary.
- Develop Reference Inventory System for all Policies and SOPs within the Department.

Other Responsibilities:

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

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Knowledge of:
 - The Public Service Regulations, 1961
 - The Staff Orders for the Public Service, 2004
 - Corrections Act, 1985
 - Correctional Institution Rules and Regulations, 1991
 - Standard Operating Procedures governing the Department of Correctional Services
- Knowledge of the systems and processes of the Department and Correctional Facilities.
- Possess a working knowledge of the operations of the Correctional Institutions.

- Have excellent Analytical Skills.
- Possess the skill and competency to draft Policies and Standard Operating Procedures, SOP's.
- Ability to complete a task in the specified time.
- Ability to conduct research, gather, reproduce and present information as required.
- Must be quality- oriented and attentive to details.
- Ability to express an idea clearly in writing.
- Technologically savvy/ computer literate.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Master's Degree in specified or related occupational skill area;
- Ten (10) years Departmental/Institutional knowledge;
- Previous experience in working in Correctional Facilities would be an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- High stress office environment;
- Required to travel locally in the execution of duties;
- Maybe required to work on weekends and public holidays;
- Will be subjected to ongoing security vetting.

Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration
Department of Correctional Services
5-7 King Street,
Kingston**

The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.