

## **Ministry of Homeland Security**

### **JOB DESCRIPTION**

#### **CONTRACTUAL POSITION**

**JOB TITLE:** DEPUTY DIRECTOR, POLICY & COMMUNITY SUPPORT OFFICE (PACSO)

**JOB SUMMARY:**

The incumbent is responsible for supporting the Director in managing the activities and operations of the Policy and Community Support Office (PACSO).

**REPORTS TO:** Director, Policy and Community Support Office (PACSO).

**SUPERVISION GIVEN TO:** Staff at PACSO

**KEY RESPONSIBILITIES:**

- Assists the Director in managing the activities and operations of the Unit.
- Assists with supervising the administrative, professional and technical staff at the Policy and Community Support Office (PACSO) in discharging their respective functions in accordance with established policies and procedures.
- Assists the Director with developing and implementing work-plans, identifying the projects and programmes to be undertaken by the Unit.
- Assists with monitoring the activities and operations of the Police Service and other law enforcement agencies and advises the Director on measures necessary to improve their performance.
- Oversees the operations of security agencies under the purview of the Ministry of Homeland Security and submits recommendations to the Director regarding administrative and operational matters.
- Assists in overseeing the administrative and operational processes of the Transit Police Unit.
- Assists in the training, development and recruitment of law enforcement entity.
- Engages in stakeholder consultation with external entity in an effort to create programmes for the development and modernization of the law enforcement entities in Trinidad and Tobago.
- Assists in the procurement process as it relates to the procurement of sensitive law enforcement equipment and testing thereof for the use by the Transit Police Unit, Immigration Detention Centre and other law enforcement agencies.
- Assists with the identification and evaluation of appropriate policies, programmes and trends which have implications on the effectiveness of law enforcement.

- Coordinates research on criminal justice, socio-cultural and environmental issues which impact on the effectiveness of law enforcement in Trinidad and Tobago.
- Manages the operationalization of research plans for law enforcement agencies.
- Represents the Ministry at regional and international meetings pertaining to national security and related matters.
- Assists in preparing briefs, speeches and other documents on security issues.
- Serves as Chairman or member of Cabinet or Ministerial Appointed Committees.
- Serves as Secretary to the Private Security Commission.
- Represents the Director at meetings and at law enforcement and other fora, as and when required.
- Prepares monthly reports on the status of the Unit's activities, projects and programmes being pursued.
- Maintains professional contacts with key stakeholders in the regional and international law enforcement arena.
- Establishes and sustains relationships with key personnel in stakeholder organizations and entities whose objectives are to improve policing and law enforcement in Trinidad and Tobago.
- Establishes and maintains professional relationships with leaders of law enforcement organizations within the domain of the Ministry.
- Performs any other related duties as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **KNOWLEDGE:**

- Some knowledge of the principles, practices and processes associated with organizational change and development.
- Considerable knowledge of the rules and procedures governing a policing or other law enforcement organization.
- Some knowledge of the principles, practices and processes associated with organizational change and development.

##### **SKILLS AND ABILITIES:**

- Ability to work effectively with a team of professional, technical and administrative staff.
- Ability to think critically and strategically.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain working relationships with stakeholder agencies, locally and internationally.

**SPECIAL REQUIREMENT:**

- Ability to work outside of normal working hours, weekends and public holidays

**MINIMUM EXPERIENCE AND TRAINING:**

- Master's Degree in Management, Public Administration, Criminal Justice, Social Sciences or other equivalent law enforcement related qualification from a recognized institution.
- Eight (8) years' experience as a senior law enforcement administrator.
- Extensive knowledge of law enforcement planning, operations and personnel management.