

Ministry of National Security

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DIRECTOR, POLICY AND COMMUNITY SUPPORT OFFICE

JOB SUMMARY:

The incumbent is responsible for the effective management and operation of the Policy and Community Support Office (PACSO). He/she is charged with the overall responsibility for administrative oversight of all operations and performance of PACSO.

REPORTS TO:

Permanent Secretary and/or Deputy Permanent Secretary
Ministry of National Security

SUPERVISION GIVEN TO:

Deputy Director PACSO;
Staff of the PACSO;
First Division Officer in charge of the Transit Police Unit.

KEY RESPONSIBILITIES:

- Manages the activities and operations of the Unit
- Plans, organizes, directs and coordinates the activities of the professional and support staff of the Policy and Community Support Office (PACSO).
- Develops Work Plan outlining activities and assignment of roles to staff.
- Develops strategic and operational plans, programs and procedures for effective functioning of the Unit.
- Keeps the Minister advised and informed about issues and developments regarding the effectiveness of plans, programmes and initiatives being implemented in policing and law enforcement organizations within the Ministry's purview.
- 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.
- Monitors the activities and operations of the Police Service and other law enforcement agencies on measures necessary to improve their performance.
- Identifies and evaluates appropriate policies, programmes and trends which have implications on the effectiveness of policing and law enforcement in Trinidad and Tobago.
- 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.

- Provides professional skills and competencies in relation to the recruitment and training of Law Enforcement personnel for Government entities as specified by Cabinet.
- Develops, Monitors and guides the administrative and operational processes, procedures and activities of the Transit Police Unit
- Initiates, support, co-ordinates and monitors communities project, programmes and activities as directed by the Minister in accordance with government policy.
- Collaborates with government officials and non-governmental organizations, faith-based community and business organization to promote and advance projects, programmes and initiatives directed to the development of young people and communities.
- Represents the Ministry of National Security at meetings and at law enforcement and other forums, as and when required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE

- 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.
- Knowledge of the principles, practices and processes associated with organizational change and development.

SKILLS AND ABILITIES

- Ability to effectively lead 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.

MINIMUM EXPERIENCE AND TRAINING:

- Master's Degree in Management, Public Administration, Criminology, Social Sciences or other equivalent law enforcement-related qualification from a recognized institution.
- Ten (10) years' experience as a senior law enforcement administrator.
- At least two (2) years' experience in law enforcement planning, operations and personnel management.