

**MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE & FISHERIES  
JOB DESCRIPTION AND SPECIFICATION**

**Job Title:** Director General  
**Post#:** 305034  
**Job Grade:** GMG/CTD  
**Division:** Hazardous Substances Regulatory Authority  
**Reports to:** The Board of Directors  
**Manages:** Administrative Assistant  
Senior Director Radiation and Safety  
Director Research & Quality Assurance

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION  
OF THE JOB AS SIGNIFIED BELOW.**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in  
Organizational Development Unit

\_\_\_\_\_  
Date created/revised

### **JOB PURPOSE**

Under the supervision of the Board of Directors the **Director General** is responsible for: the regulation of activities, practices, apparatuses and facilities involving ionizing radiation and nuclear technology, and for directing the technical activities of the operations of the Hazardous Substances Regulatory Authority (HSRA).

The incumbent is also responsible to make recommendations to the Board concerning safety standards, regulatory practices and other related matters.

### **KEY OUTPUTS**

- Corporate/Operational/Strategic Plans and Budgets developed
- Annual Performance Reports for staff done
- Annual and Quarterly Reports produced
- Policy Documents developed
- Disaster Preparedness Plan developed, implemented and monitored
- Staff needs identified and addressed
- Public Awareness plan developed and implemented
- Technical advice provided
- Standards and guidelines established
- Competent, motivated, trained and informed staff
- Seminars, meetings, workshops and consultations coordinated/attended
- Recommendations provided

### **KEY RESPONSIBILITY AREAS**

#### **Management/Administrative Responsibilities**

- Reviews, analyses and evaluates plans and programmes for the Agency
- Formulates recommendations, proposals or guidelines together with explanatory background papers detailing the implications of proposals and the consequences of proposed action in terms of cost and effect
- Examines reports submitted by Officers, deciding upon courses of action to be taken and gives directions for implementation
- Promotes the strategic environment for the hazardous substances regulation by ensuring that government's strategic objectives are achieved.
- Provides technical advice to all stakeholders
- Coordinates and monitors the work of the Agency.
- Reviews and approves the setting of objectives and goals and ensures the achievement of targets.
- Develops and reviews the annual budgets, strategic, corporate and operational plans.
- Liaises with other Agencies, Ministry Officials, representatives of the private sector, tertiary institutions, non-government organizations, regional and international agencies to achieve objectives.
- Oversees the developmental strategies and approaches for sustainable hazardous regulation management

- Reviews and approves new methodologies and models for the management of hazardous material with due regard to mitigation of environmental degradation, environmental protection and conservation as well as disaster preparedness.
- Represents the Division at meetings, seminars, workshops, conferences and other fora.
- Facilitates full stakeholder participation in the development of the Agency's Plan
- Establishes performance standards and agree on targets/benchmarks
- Analyzes the impact of policies and related programmes of the Agency on the nation.
- Develops and analyzes the economic/social and financial impacts of proposed projects and policies on the Agency's Budget and the nation.
- Advises the Minister on the development of national policies and measures for the regulatory control of activities, practices and facilities governed by this Act.

### **TECHNICAL/PROFESSIONAL RESPONSIBILITY**

- Provides oversight for public awareness of the law and procedures relating to nuclear safety and ionizing radiation
- Collaborates with the MICAF in reviewing and approving the budget of the Authority to ensure sufficiency of funds to finance planned activities and monitors the implementation of the strategic objectives to ensure reasonable expenditure in meeting the requirements of the Authority
- Reviews Work Plans and monitors the implementation in relation to the staff of the HSRA
- Establishes criteria for assessing the performance of the HSRA
- Supervises staff to ensure compliance with relevant laws, regulations and policies
- Manages and verifies functions relating to the notification, licensing or registration of radiation facilities and radiation activities or exemption from authorization, as required by the Nuclear Safety and Radiation Protection Act
- Manages the inspections of facilities and the surrounding environment
- Provides oversight and participates audits and reviews of the Nuclear Safety and Radiation Protection Act
- Develops and implements appropriate emergency responses to all ionizing radiation hazards, radiation accidents and radiation incidents which may adversely affect Jamaica
- Issues decisions and directions as required under the Nuclear Safety and Radiation Protection Act
- Establishes standards for the protection of individuals, society and the environment from potential adverse effects of ionizing radiation and nuclear technology
- Specifies the obligations, including insurance for persons authorized to conduct activities or practices
- Confirms the competence of personnel responsible for the safe operation of a facility or activity or practice
- Introduces cost recovery measures for services provided by or on behalf of the Authority
- Develops and implements compensation policy for damage, loss and injuries caused by ionizing radiation.

- Obtains the advice or views of experts as necessary for the performance of the functions of the HSRRA, through the hiring of consultants, the contracting of specific project managers, or the establishment of permanent or ad hoc advisory bodies
- Prescribes the exposures of persons to ionizing radiation in accordance with the Nuclear Safety and Radiation Protection Act
- Participates in the definition of Design Basis Threat (DBT) for the implementation of security provisions and whether or not to approve it
- Liaises with national and international regarding best practices in establishing and maintaining a plan for preparedness for and response to emergencies involving radioactive material or nuclear material in accordance with the international emergency response plan
- Conducts research on radiation safety and security
- Enforces measures in the event of threatened or actual non-compliance with Nuclear Safety and Radiation Protection Act, applicable regulations or the terms and conditions of authorizations

### **HUMAN RESOURCE RESPONSIBILITIES**

- Participates in the recruitment of staff.
- Ensures that all members of staff are aware of and adhere to the HR policies, procedures and regulations of the Authority.
- Approves vacation leave for staff in keeping with established human resource policies.
- Recommends appointments, training, incentive arrangements and disciplinary action for staff supervised in keeping with established human resource policies.
- Collaborates with the Permanent Secretary on succession positioning for the Authority
- Leads the development and promotion of effective human resource practices throughout the Authority.
- Manages the implementation of training and development programmes for staff

### **OTHER RESPONSIBILITIES**

- Keeps abreast of changes in government policies and global trends that may impact the operations of the Authority.
- Acts as a member of the corporate body of Hazardous Substances Regulation who are responsible, collectively for the overall achievement of the Government's policy.
- Performs any other duty that may be assigned by the Minister, the Cabinet Secretary or their designated officials

### **LIAISON**

#### **Internal:**

Minister, Permanent Secretary, HRSA Chairman and Board Members, Chief Technical Director and Department Heads, Principal Finance Officer, Director Corporate Strategic Planning & Performance, Senior Director HR and Administration, Internal Audit Manager

**External:** International Atomic Energy Agency, National Environment and Planning Agency, Ministry of Health

### PERFORMANCE STANDARDS

- Corporate and operational plans are developed and implemented within established guidelines and timeframes and support the mission, vision and priority programmes of the authority.
- Policies and procedures for the authority are documented and support the achievement of the authority's mission, goals and objectives.
- Budget and all related financial activities are in keeping with the FAA Act
- Comprehensive, accurate reports, correspondence and information are presented within agreed timeframes.
- Established deadlines, targets and quality standards consistently met.
- Information relevant to staff of the Authority is communicated in a timely and effective manner.
- Fairness and impartiality in management, with high standards and focused direction.
- Development and welfare of employees in the Authority are addressed in accordance to set standards.
- Provision of sound technical advice in keeping with overall objectives given within agreed timeframe and format.
- Well-established system of monitoring and evaluation developed, implemented and managed providing timely feedback on the performance of the Authority.
- Established standards of performance are in keeping with international best practices.
- Reward and recognition system effectively managed in accordance with GOJ standards.
- Excellent coordination and effective working relations within the Authority and external associates.
- Confidentiality, integrity, professionalism and decorum are displayed in the execution of duties and personal conduct.

### REQUIRED COMPETENCIES

#### Core

- Excellent presentation, oral and written communication skills
- Excellent time management skills
- Excellent planning and organizing skills
- Excellent interpersonal skills
- Excellent team work and cooperation skills
- Ability to provide leadership, counsel, motivation and constructive performance reviews to staff at all levels.
- Customer and Quality focus / *Customer Service*
- Managing the Client Interface
- Managing External Relationships
- Conflict management and dispute resolution skills

### Technical

- Sound knowledge of Nuclear Safety and Radiation Protection Act
- Sound knowledge of metrology
- Sound knowledge of ionizing radiation uses in industrial and medical practices
- Excellent knowledge of quality management systems
- Computer proficient
- Goals/results oriented

### MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE EDUCATION

- Ph.D./Masters in Natural Sciences or Radiation Physics/Biophysics or equivalent.

### EXPERIENCE

- At least five (5) years' experience dealing in matters relating to Radiation Protection and the Safety and Security of Radiation Sources
- OR**
- At least five (5) years' experience working in a scientific laboratory or and industrial high risk facility or any other related experience
- AND**
- At least five (5) years' experience working in a management/supervisory position.

### SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment
- Off-site visits as required by the exigencies of the job
- The Director General may be required to work late hours and shall be on call seven (7) days per week as the Permanent Secretary shall determine.
- May be occasionally exposed to situations where personal safety and security may be at risk

### AUTHORITY

- Approves expenditure within budgetary limits
- Recommends disciplinary action within the guidelines of the Staff Orders
- Recommends, hiring, promotion and transfer of staff
- Recommends policy changes