



JOB DESCRIPTION AND SPECIFICATION

Job Title: Director, Authorization & Training
Post#: 305041
Job Grade: GMG/SEG 3
Division: Hazardous Substances Regulatory Authority
Reports to: Senior Director Radiation and Safety
Manages: Technical Officer, Authorization

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
HRM&D Division

Date created/revised



JOB PURPOSE

Under the direct supervision of the Senior Director, Radiation and Safety, the **Director, Authorization & Training** is responsible for management oversight of the Authorization Units of the Radiation Safety Department. The incumbent is also responsible to organize, co-ordinate and administer the training functions in accordance with the Nuclear Safety and Radiation Protection Act, applicable regulations and terms and conditions of authorizations.

KEY OUTPUTS

- Operational Plan developed and Unit Budget prepared
- Unit Work Plan prepared and submitted
- Unit Quality system plan implemented
- Reports prepared
- Technical advice/recommendations provided
- Staff assessed and evaluated
- Meetings/trainings/seminars attended
- Grants of Authorization issued
- Local and International standards monitored
- Institutions/organizations consulted
- Training programme developed and coordinated
- Training needs assessed and training options recommended
- Certification recommended

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Prepares monthly reports on performance of Authorization & Training Unit of the Radiation Safety Department.
- Monitors training reports in respect of international best practice relating to radiation safety and security.



- Collaborates with the Director of Inspection and Enforcement in preparing the Strategic Business Plans and Operational Plans for the Units.
- Monitors Unit Operational Plan, Key Performance Indicators and Targets.
- Collaborates with all Directors to align on the development of strategies for the regulatory control of devices, activities, practices and facilities governed by the Nuclear Safety and Radiation Protection Act and attendant regulations.
- Recommends to the Senior Director and Director General, cost recovery measures, whether by way of fees or otherwise, for services provided by or on behalf of the Authority.
- Represents the Unit/HSRA at meetings, workshops, exhibitions, seminars and conferences.
- Reviews and approves the setting of key performance indicators and ensures the achievement of targets.
- Assists to develop and review the annual budgets, strategic business plan, and operational plan.
- Liaises with other Agencies, Ministry Officials, representatives of the private sector, tertiary institutions, non-government organizations, regional and international agencies to achieve objectives.

Technical/Professional Responsibilities

- Manages all relevant activities prescribed by the Nuclear Safety and Radiation Protection Act undertaken by the relevant personnel prior to the granting of an authorization.
- Regulates and monitors the devices, activities, practices and facilities involved in nuclear technology and ionizing radiation sources for the protection of the health, safety and security of persons, property and the environment from the harmful effects of radiation.
- Confirms the competence of personnel responsible for the safe operation of facilities or activities or practices.
- Recommends to the Senior Director and Director General, mechanisms that will advance public health and safety, and establish standards for the protection of individuals, society and the environment against potential adverse effects of ionizing radiation and nuclear technology.



- Establishes appropriate mechanisms, strategies and procedures for informing and consulting the public and other stakeholders about the regulatory process and the safety, health and other environmental aspects of regulated activities, practices and facilities, including incidents, accidents and abnormal occurrences.
- Liaises with the Director of Inspection and Enforcement to determine corrective actions to be implemented where unsafe or potentially unsafe conditions are detected at any location where authorized activities are conducted.
- Assists in the definition of Design Basis Threat (DBT) for the implementation of security provisions and determine whether to approve it.
- Issues such decisions and directions to members of the Radiation Safety Department as are required in accordance with the Nuclear Safety and Radiation Protection Act and attendant regulations.
- Manages the functions prescribed by the Nuclear Safety and Radiation Protection Act in relation to the notification, licensing or registration of radiation facilities and radiation activities or exemption from authorization are undertaken by the Authorization Unit.
- Establishes system of authorization and monitoring of disused radioactive sources and spent fuel from activities and practices.
- Evaluates applications relating to requests for authorizations, prior to making a recommendation to the Senior Director, Radiation & Safety for grant or refusal of same.
- Collaborates with the Director of Inspection and Enforcement to garner information regarding announced and unannounced inspections prior to authorization.
- Manages the auditing of entities for compliance prior to reauthorization.
- Manages the development of relevant training programmes and evaluation tools.
- Manages the assessment of training needs and make recommendations regarding training options and opportunities.



- Establishes and implements development of policies and guidelines as it relates to training activities in radiation safety and security.
- Defines such obligations of persons/legal operators authorized to conduct activities or practices involving the possession and use of ionizing radiation.
- Participates in scientific research.
- Manages the Unit's quality system.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisal and recommend and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching.
- Ensures that welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed.

OTHER RESPONSIBILITIES

- Performs any other duties assigned from time to time.

LIAISON

Internal: Chief Technical Director, Department Heads, Principal Finance Officer, Internal Audit Manager.

External: International Atomic Energy Agency, National Environment and Planning Agency, Ministry of Health, Ministry of Science & Technology, Ministry of Health, Ministry of National Security, Jamaica Customs Agency.



PERFORMANCE STANDARDS

- Unit Operational Plan and budget is developed in keeping with set standards and timeframe.
- Unit Work Plans are developed in keeping with set standards and timeframe.
- Unit Quality system plan implemented based on regulations and in accordance with the management system in force.
- Accurate comprehensive reports done in keeping with timeframe and standards.
- Staff assessed and evaluated with integrity and fairness being maintained at all times.
- Technical advice/recommendations provided at all times.
- Meetings/seminars attended as scheduled and debriefing given within two (2) days after the meeting/seminar.
- Trainings attended as scheduled and report prepared and submitted within ten (10) working days.
- Certification recommended within stipulated timeframes in accordance with legislations.
- Grants of Authorization issued in accordance with local legislations and within specified timeframe.
- Consultation made with institutions/organizations in respect of standards, as the need arises.
- Training programme developed and coordinated within agreed timeframe and standards.
- Training needs assessed and analyzed; training options recommended according to set standards and within agreed timeframe.

REQUIRED COMPETENCIES

Core

- Excellent oral communication skills
- Excellent written communication skills
- Excellent time management skills
- Excellent planning and organizing skills



- Excellent interpersonal skills
- Excellent leadership skills
- Excellent people management skills
- Excellent team work and cooperation skills
- Managing External Relationships
- Possess good methodical skills
- Integrity
- Customer & Quality Focus
- Goal/Result Oriented

Technical

- Sound knowledge of Nuclear Safety and Radiation Protection Act
- Sound knowledge of ionizing radiation uses in industrial and medical practices
- Sound knowledge of radiation protection
- Sound knowledge of auditing principles and techniques
- Sound knowledge of metrology
- Knowledge of quality management systems
- Computer Proficiency
- Ability to analyze problems and generate solutions

#	Core Competencies	Required Level	Functional/Technical Competencies	Required Level
1	Excellent oral communication skills	3	Sound knowledge of the Nuclear Safety and Radiation Protection Act	4
2	Excellent written communication skills	3	Sound knowledge of ionizing radiation uses in industrial and medical practices	3
3	Excellent time management skills	3	Sound Knowledge of Radiation Protection	4
4	Excellent planning and organizational skills	3	Sound knowledge of auditing principles and techniques	3



5	Excellent interpersonal skills	3	Sound knowledge of metrology	2
6	Excellent leadership skills	3	Knowledge of quality management systems	2
7	Excellent people management skills	3	Computer Proficiency	2
8	Excellent teamwork and cooperation skills	3	Ability to analyze problems and generate solutions	3
9	Managing External Relationships	3		
10	Possess good methodical skills	2		
11	Integrity	3		
12	Customer & Quality Focus	3		
13	Goal/Result Oriented	2		

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE EDUCATION

- Masters of Science in Chemistry, Physics, Medical Physics, Biomedical Engineering or related Natural or Applied Sciences discipline
- Training in Business Administration or Communication would be an asset

EXPERIENCE

- At least two (2) years working experience dealing in matters relating to Radiation Protection and the Safety and Security of Radiation Sources.

OR

- At least two (2) years' experience working in a scientific laboratory or an industrial high-risk facility or any other related experience.

AND

- At least three (3) years' experience working in a management/supervisory position.
- Experience in auditing would be an asset .



SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment
- Off-site visits as required by the exigencies of the job
- May be required to travel overseas
- Participation in training (as a trainee or trainer) with possibility of no simultaneous reduction in work load
- May be required to work late hours and shall be on call seven (7) days per week

AUTHORITY

- Recommends leave
- Recommends certifications