



CARIBBEAN COURT OF JUSTICE

JOB DESCRIPTION

Position Title:	SENIOR MANAGER, CORPORATE ADMINISTRATION
Organization:	CCJ
Reports Directly To:	President
Directly Supervises:	Finance & Administration Manager Security & Logistics Manager Chief Human Resource Officer Administrative Officer

POSITION OBJECTIVE:

Provide a high level of management and leadership in the administrative operations of the Court working closely with the Registrar, the President and the RJLSC to ensure the achievement of the Court's strategic objectives. The specific objectives of the position are to:

- a. Oversee the financial and administrative operations of the Court & RJLSC ensuring that financial information is accurately, timely and completely recorded and reported, expenses are prudently managed within budget and physical assets are adequately and efficiently procured, supplied and maintained ensuring value for money in conformity with applicable legislation, regulations, standards, policies and procedures.
- b. Oversee the Security of the Court & the RJLSC through comprehensive enterprise risk management to ensure the inviolability of the Court, its personnel and property and enable all users of the Court to operate in a safe and secure environment.
- c. Ensure the execution of the human resource strategy in support of the overall strategic plan of the Court, effectively leading and directing the routine functions of the HR Dept and working collaboratively with the RJLSC to enable the recruitment, development and retention of a competent team of employees and the facilitation of a positive work culture to achieve the Court's vision, mission and strategic goals.
- d. Develop the change management/transformation capability of highly skilled staff to strengthen the capacity, agility, organization and performance of the CCJ and ensure its operational efficiency and cost effectiveness in the discharge of its mandate.

KEY RESPONSIBILITIES AND DUTIES:

Organisational Direction and Strategy

- Participate in policy formulation, approval and implementation under the direction of the President.
- Participate in the development, review and implementation of policies, procedures and

systems to support and improve the operational efficiency and effectiveness of the CCJ.

- Work collaboratively with the Registrar to develop long-range plans and programs, identify problems/issues and devise and implement solutions.
- Plan, organize and direct the work of the Finance & Admin Manager, Security & Logistics Manager and the Chief HR Officer within the Court and monitor their timely performance in accordance with the identified performance outputs.
- Ensure the implementation and adherence of an effective organizational support structure and human resources management best practices and policies such as performance management, succession planning, training and development and timely recruitment of staff in collaboration with the Chief HR Officer and the RJLSC under the direction of the President.
- Direct and participate in the development, implementation and review of strategic and departments business plans with the Management Team.

Leadership and Management

- Provide sound leadership and supervision of direct reports.
- Ensure the efficient provision and use of goods and services.
- Work with the Registrar to guide the development and review of the annual budgetary proposals and disbursements in accordance with existing financial regulations.
- Participate in negotiations consistent with the CCJ's policy with external agencies, ensuring the maintenance of goodwill.
- Take administrative action to ensure the independence of the Court is not compromised.
- Report to, advise and consult with the President on the business of the Court.
- Represent the CCJ at local and international forums and serving on committees representing the interest of the CCJ as designated by the President.
- Establish and maintain effective working relationships with the Registrar, Judges, fellow employees, international organizations and government agencies and other judiciaries.

Change & Transformation Facilitation

- Facilitate employee appreciation and change support programmes with the Registrar aligned to the CCJ's Strategic Plan to facilitate human resource performance, leadership and team development as well as change ability and the desire to work in an environment in which continuous performance improvement is the expected norm and partnership building internally and externally is a preferred strategy.
- Design, deliver and evaluate high-impact short-term programmes (quick wins) to improve individual, team and organisational performance.
- Engage Staff at all levels in the design and implementation of a well thought-out documented transformation/change management plan aligned to the Strategic Plan to enable buy-in across the organization and movement towards the adoption of the International Court Excellence Framework.
- Work with the President, Registrar, Judges, Management Team and the RJLSC to build and enable a positive employee experience for the workforce and assist in evolving a culture aligned to the CCJ's core values and to the achievement of its strategic objectives.

Other

- Perform such other functions as may be entrusted.

Required Knowledge, Skills and Abilities:

- Sound knowledge of:
 - Financial and Facilities management principles
 - Principles and practices of modern courts and judicial management and administration.
 - Legislation pertaining to the operations of the CCJ and Caribbean Single Market Economy (CSME).
 - Leadership and management principles and practices.
 - Risk Management & Security principles and practices.
 - Human Resource management principles and practices.
 - Application of Court Performance Standards.
 - Research and analytical techniques, methods and procedures.
 - Court development and management trends.
- Sound knowledge of visioning and strategic planning.
- Strong negotiating skills.
- Excellent problem solving and decision making skills.
- Excellent interpersonal, communications (oral and written) and presentation skills.
- Excellent analytical and decision-making skills.
- Strong managerial and coaching skills.
- Strong planning and organizing skills.
- Excellent customer service skills
- Intermediate to advanced Computer Literacy with a high level of proficiency in relevant computer applications and operating systems such as Microsoft Office Suite of programs and the ability to learn new software.
- Ability to effectively implement the CCJ's strategic and business plans.
- Ability to handle crises in a diplomatic and effective manner.
- Ability to make sound judgements.
- Ability to build, promote and successfully lead high performance work teams within an environment of rapid and significant change in the region.
- Demonstration of the highest level of professional integrity, respect and diplomacy for colleagues and others.
- Ability to build trust, credibility and effective working relationships with all levels of staff within the organization and with external stakeholders.
- Ability to effectively manage time, multi-task and function efficiently in a fast paced and demanding environment.
- Ability to work well in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to maintain confidentiality at all times.

Internal Relations:

Liaises with:

- Department and Unit Managers
- Judges
- Commissioners and HRM of RJLSC
- All Other Staff of the CCJ and the RJLSC

External Relations:

Liases with:

- CCJ Trust Fund
- Banks
- Judiciaries
- Governments
- CARICOM and its Institutions
- International Bodies
- Legal Fraternity
- Private Sector
- Tertiary Institutions

Minimum Education and Experience

- Master's Degree in Business, Management or related field
- Eight (8) years standing with extensive administrative/management experience that may be applied to the workings of the Court's administration.
- First Degree in Law or an Attorney-at-Law will be an asset.

SALARY BAND: 9

BASE SALARY: US\$5,877.43 (Free of Taxes)