



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** DIRECTOR OF BUSINESS OPERATIONS

**MINISTRY:** OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

**LOCATION:** The job is based in Providenciales but at the discretion of the TCI Public Service, it may be relocated to another part of TCI.

### **JOB SUMMARY:**

Working in partnership with and being accountable to the DPP for setting and delivering the strategy and direction of the Office in accordance with the DPP's Strategic Plan. This will include ensuring that effective and efficient operational systems are in place to support continuous improvement in performance. Analysing data and reporting on performance. Providing quality assurance to the DPP on systems and the effective use of and deployment of resources including the management of the departmental budget and the preparation of staff and budget profiles. Line managing the administrative team. The job holder will be expected to build relationships with Government and criminal justice stakeholders and be the focal point for issues relating to the running of the ODPP.

### **KEY DUTIES AND RESPONSIBILITIES:**

The Job Holder will report directly to the Director of Public Prosecutions. Responsibilities will include:

1. Management of the Office to include:
  - To be part of the senior management team contributing to the delivery of the ODPP strategic plan
  - Responsibility for the efficient flow of work within the administrative and legal teams
  - Representing the ODPP to Criminal Justice colleagues and to the public
  - Responsibility for security of the building, completion of risk assessments and business continuity plans
  - Direct liaison with Landlord/Government Departments
  - Security standards for staff both within and outside of the Office
  - Information technology and communications
  - Maintaining and updating asset registers
  - Development and oversight of administrative procedures
  - Oversight of the ODPP's responsibilities regarding witnesses





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- Support to the DPP to consider resource requirements and to take forward decisions made.
  - Identification of potential risks to business processes, including data security and integrity. Decisions on action to mitigate unacceptable levels of risk
2. Budgeting and forecasting
    - Responsibility for maintaining the ODPP budgets including salaries, staff expenses, prosecution costs and witness expenses
    - Analysis of budgets and expenditure and providing expenditure reports and forecasts
  3. Performance Reporting
    - Providing casework performance reports to the DPP
    - Attend budget and performance reviews with DPP ensuring that risks to delivery of business aims and objectives are identified and managed. Provide timely feedback to team members where appropriate.
    - Evaluation of case progression
  4. Line Management
    - Direct line management responsibility for Administrative staff including staff development and appraisal and performance management.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

### **Qualifications:**

- A Bachelor Degree in Law, Business Management or its equivalent

### **Experience:**

The position requires a minimum of 5 (five) years relevant experience with suitable examples of leadership and financial management. Experience in the public sector or legal sector is desirable.

**SALARY: Grade 8.1 - \$64,985.00 per annum**

## **APPLICATION PROCEDURE**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.**





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**Applications without supporting documents will not be processed.**

## **BELONGERS NEED ONLY APPLY**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

