

COURT PLANNING DIRECTOR

Overview of Position:

The Court Planning Director is a member of the senior administrative team of the Judiciary and supports the Court Executive Administrator in formulating and managing corporate plans.

The Court Planning Director heads the Planning Unit which develops corporate plans and coordinates comprehensive projects that meet the physical, technological, technical, financial, operational and process development goals of the Judiciary.

Reporting Relationship:

The Court Planning Director reports to the Court Executive Administrator and is a member of the Department of Court Administration.

The Department of Court Administration is the central administrative arm of the Judiciary, executing all functions that support court operations and effective case flow management. As well, the Department executes all technical, financial and operational activities associated with the overall functioning of the Judiciary.

Key Result Areas:

- Corporate Planning;
- Policy Development;
- Project Management;
- Organizational Research and Development;
- Process Re-engineering; and
- Capital Budget Administration.

Required Knowledge, Skills and Abilities:

- Knowledge of Court Operations and Court Administration;
- knowledge of strategic planning and implementation;
- track record in formulating and executing corporate projects;
- knowledge of research and statistical methodologies;
- functional efficiency in process re-engineering methodologies;
- functional efficiency in enterprise-wide risk assessment methodologies;
- ability to develop and sustain effective working relationships with Judicial Officers, Unit Managers, Staff, Senior Public Officials, Government Agencies and other External Stakeholders; and
- ability to prepare and present comprehensive reports and research papers on matters relevant to the administration of justice.

Minimum Training and Experience:

A Degree in Management, Law or Social Sciences from a recognized University; extensive experience in Organizational Planning or Administration at a senior management level and post-graduate qualifications in Economics and Development Planning or Business Administration.

Terms and Conditions of Employment:

Terms and Conditions of Employment will be determined by the Chief Personnel Officer, Personnel Department.

Submission of Applications:

Applications with detailed Curriculum Vitae should be submitted **no later than 4.00 p.m. on January 30, 2009** and addressed to:

**The Court Executive Administrator
Hall of Justice
Knox Street
Port of Spain**

The position applied for should be written on the envelope.

Unsuitable applications will not be acknowledged.