OUTPUT FOCUSED JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: MINISTRY OF INDUSTRY, COMMERCE, AGRICULTURE AND FISHERIES
JAMAICA INTELLECTUAL PROPERTY OFFICE

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>MANAGER-COPYRIGHT &amp; RELATED RIGHTS</th>
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<tbody>
<tr>
<td>JOB GRADE:</td>
<td>LEVEL 8</td>
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<td>POST#:</td>
<td>263492</td>
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DEPARTMENT: Copyright and Related Rights Branch

REPORTS TO: Deputy Director/Legal Counsel

MANAGES: Secretary-Copyright and Related Rights

This document is validated as an accurate and true description of the job as assigned below:

____________________________  ________________________
Employee                        Date

____________________________  ________________________
Manager/ Supervisor             Date

____________________________  ________________________
Director Human Resource         Date
Management & Administration

____________________________  ________________________
Executive Director             Date
Job Purpose

Under the supervision of the Deputy Director/Legal Counsel, the Manager, Copyright and Related Rights is responsible for the carrying out of the administrative functions in relation to the implementation of the Copyright and Related Rights Laws involving recommendations to the policy.

The Manager supervises and directs staff in the administrative functions associated with these Laws and Regulations under the Laws and International Treaties and Agreements to which the country is party.

Key Outputs

- Effective assistance regarding the development, review and amendment of legislation and policies concerning Copyright and Related Rights provided.
- Organized and effective systems and procedures.
- Correspondence and documents examined and submitted to the Manager for review.
- Work monitored and checked for adherence to laws and regulations.
- Research conducted.
- Records maintained and data generated.
- Staff informed, motivated and appraised.
- Inquiries handled and information and advice provided.
- Thorough and succinct explanations provided regarding reviews of examination decisions.
- Adherence to procedures under the relevant IP laws and international treaties to which Jamaica is a party.
- Technical and administrative recommendations submitted.
- Reports, summaries and letters produced.
- Customer queries and concerns resolved
- Voluntary Registration process managed
- Customers assisted with application form and any other relevant information provided
- Operational unit plans and workplans for the unit developed for the unit
- Budget information for the unit prepared.

Key Responsibility Areas

Management/Administrative Responsibilities
• Ensures that monthly and quarterly achievement reports are reviewed, collated and completed.
• Assists in organizing and arranging seminars and training for the Unit.
• Follows up on correspondence and directives referred by the Deputy Director/Legal Counsel.
• Prepares correspondence as directed and writes reports, letters and briefs on various activities.
• Responds to queries from internal and external clients.
• Manages, motivate and appraise direct report(s).
• Prepares the budget for the Unit.
• Develops the operational and individual workplans for the unit

Technical/Professional Responsibilities

• Keeps Deputy Director/Legal Counsel informed by analysing operations and making recommendations for changes for efficiency and effectiveness.
• Establishes and records data and systems for recording and reporting on work assigned.
• Participates in the preparation of periodic reports and reviews and coordinates and prepares information for technical reports.
• Reviews work relating to Copyright decisions made by direct reports.
• Ensures that staff supervised adheres to procedures under relevant laws and international treaties to which Jamaica is a party and performs related duties as directed by the Deputy Director/Legal Counsel.
• Confers with the Secretariats for International Conventions concerned with Copyright and Related Rights
• Participates in the review and amendment of legislation, policies, guidelines and procedures to effect compliance and efficiency in operations.
• Designs formats and procedures to record and monitor work progress.
• Supervises the organization, completion and issuance of reports and papers.
• Initiates and arranges meetings with personnel of other agencies to obtain cooperation and assistance.
• Consults with the Deputy Director/Legal Counsel to discuss, receive advice and formulate procedures for programmes and policies as deemed necessary.
• Conducts periodic consultations with stakeholders and interest groups on Copyright and Related Rights Laws and administration in conjunction with the Law and Strategic Planning Unit
• Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required.
• Information relating to Copyright and Related Rights disseminated to the public through presentations, workshops and seminars
Human Resource Management Responsibilities

- Provides guidance and information to staff.
- Initiates action where necessary to improve performance and to achieve objectives.
- Disseminates information on legislation, policies and related matters related to organizational functions.
- Guides staff in the preparation of Intellectual Property publications, reports and papers for publication and dissemination.

Other Responsibilities

- Performs any other related duties which may be assigned.

Performance Standards

- Procedures and processes formulated after approval by Deputy Director/Legal Counsel.
- Examination decisions reviewed, reports and summaries analysed for accuracy and adherence to established format and stated timeframes.
- Work monitored and checked for accuracy and adherence to IP laws, regulations and related conventions.
- Research conducted in keeping with stated guidelines and procedures.
- Technical and administrative recommendations submitted are comprehensive and in keeping with prescribed guidelines.
- Sound and accurate information and advice provided upon request.
- Follow up mechanisms implemented according to established guidelines and other statements.
- Records and documents maintained consistently and in keeping with Government guidelines.

Required Knowledge, Skills and Competencies

- Strong oral and written communication skills.
- Good time management skills.
- Good planning and organizing skills.
- Ability to explain complex information clearly and concisely.
- Ability to work as part of a team.
- Strong interpersonal skills.
- Strong organizing and team building skills.
- Knowledge of the procedural requirements under the IP laws, regulations and intellectual conventions concerning Copyright and Related Rights which Jamaica is party to.
- Knowledge of the methods available for the dissemination of Copyright information.
- Proficiency in computer applications.
- Ability to deal tactfully and diplomatically with members of the public and senior staff.
Minimum Required Education and Experience

- Training and Certification as an Attorney-at-Law qualified to practice law in Jamaica (Seniority 3 years)
- Certification for specialized Training in Copyright and Related Rights
  PLUS
- Three (3) years related experience, two (2) of which should be in a supervisory role