

Position Title: Senior Advisor

Bureau/Agency: Bureau of Primary Health Care/Health Resources and Services Administration

Office(s): One position in each of these offices: Office of Northern Health Services, Office of Southern Health Services, Office of Policy and Program Development, Office of Quality Improvement, and Office of Strategic Business Operations

Supervisor: Office Director

Duty Station: Multiple Duty Stations

Grade/Rank: GS-15 or Public Health Service Commissioned Corps equivalent billet

Bargaining Unit Status: Non-bargaining unit position

The Office Senior Advisor provides expert advice on a broad range of public health program and management initiatives to the Office Director, supporting the Office Director in providing strategic direction and leadership for the Office and informing overall Bureau of Primary Health Care (BPHC) vision

Office Senior Advisor Expectations include, but are not limited to:

- BPHC LEVEL STRATEGIC PLANNING
 - Provide strategic advice to the Office Director on opportunities to strengthen, realign, and/or develop program goals and priorities.
 - Work with Office Director and BPHC leadership to develop innovative strategies, initiatives, and policies that advance BPHC's mission and goals.
- SENIOR LEVEL COMMUNICATIONS
 - Proactively engage on BPHC and HRSA program activities to identify new opportunities to establish collaborative relationships with organizations external to HRSA and BPHC.
 - Establish a broad communication network to facilitate collaboration between individual HRSA staff and staff of external agencies and organizations to advance BPHC's mission and goals.
- OFFICE LEVEL ADVISING
 - Support the Office Director and Office management team in developing and implementing office-wide systems, protocols, and processes to support effective and timely performance of the Office and its staff, while achieving BPHC's mission and goals.
 - Serve as acting Office Director when the Office Director is absent.
 - Plan and lead special projects.
 - Analyze and evaluate Office programs to support the Office Director; implement activities that include, but are not limited to, budget/resource allocation, metric and goal development and achievement, and problem/issue identification and resolution.
- CROSS BUREAU COLLABORATION
 - Collaborate regularly with other Office Senior Advisors to identify and implement cross-cutting BPHC goals and activities.
 - Lead the Office's collaborative efforts with other BPHC Offices that support BPHC-wide initiatives that advance the BPHC mission and goals.

Office Senior Advisor Position Preferred Skills include, but are not limited to:

- Expertise and a minimum of 5 years previous experience in the operation of public health or health-related programs
- Minimum of 2 years experience successfully advising senior level officials
- Proven ability to manage, organize, and prioritize multiple concurrent, complex projects efficiently and effectively
- Demonstrated ability to accomplish goals and objectives in challenging circumstances
- Proven ability to collaborate across organizational units and levels to accomplish program goals
- Strong ability to analyze quantitative and qualitative data and information from various sources to determine needs and create solutions
- Excellent oral and written communications, presentation, and persuasion skills
- Ability to foster strong working relationships built on mutual trust and respect
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint)