

Position Title: Senior Advisor

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

Office(s): Office of Strategic Business Operations

Supervisor: Office Director

Duty Station: Rockville

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

Series: 685

Bargaining Unit Status: Non-bargaining unit position

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

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

- **BPHC LEVEL STRATEGIC PLANNING**
 - Apply knowledge of HRSA/BPHC programs and operational context to provide strategic advice to the Office Director on opportunities to strengthen, realign, and/or develop and measure 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 strategic, win-win opportunities to establish collaborative relationships with external organizations and/or initiatives across HRSA and BPHC.
 - Establish and maintain a broad communication network to facilitate collaboration between individual BPHC and/or HRSA staff and staff of external agencies and organizations to advance BPHC's mission and goals.
 - Create ongoing feedback mechanisms to support OSBO's customer-focused initiatives and sustain buy-in for continued participation.
- **OFFICE LEVEL ADVISING**
 - Support the Office Director and Office management team in developing and implementing office-wide systems, strategies, 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 in response to BPHC staff and external stakeholder needs and priorities.
 - 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 to support BPHC-wide initiatives that advance the BPHC mission and goals.
 - Initiate cross-OSBO activities that leverage assets and increase the value of OSBO products and services.

Office Senior Advisor position preferred skills and experience include, but are not limited to:

- Expertise and a minimum of 5 years previous experience in the operation of public health program management;
- Minimum of 2 years of experience successfully advising senior level government 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 or exceed 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 communication, presentation, and persuasion skills;
- Ability to foster strong working relationships built on mutual trust and respect;
- Ability to meaningfully influence others without direct authority and reach successful negotiations; and
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint).