

**Position Title:** Senior Advisor

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

**Office(s):** Office of the Associate Administrator

**Supervisor:** Deputy Associate Administrator

**Duty Station:** Multiple Duty Stations

**Grade/Rank:** GS-14 or Public Health Service Commissioned Corps equivalent billet

**Bargaining Unit Status:** Non-bargaining unit position

The Senior Advisor provides expert advice on a broad range of public health program and management initiatives to Bureau of Primary Health Care (BPHC) leadership, including the Associate Administrator, Deputy Associate Administrator, Chief Medical Officer, Executive Officer, and Office Directors, supporting the provision of strategic direction for the entire Bureau as well as the Bureau's cross-cutting departmental and agency initiatives.

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

- **ADVICE AND GUIDANCE**
  - Provide strategic advice to BPHC leaders on opportunities to strengthen, realign, and/or develop program goals and priorities, and on the development of innovative strategies, initiatives, and policies that advance BPHC's mission and goals.
  - Serve as expert for BPHC managers and staff on key BPHC initiatives and goals; track outcomes and impacts for dissemination.
- **POLICY DEVELOPMENT**
  - Contribute to the development and evaluation of agency-wide and departmental-wide policies that will impact BPHC's programs.
  - Identify and pursue opportunities for short-term and long-term strategies to improve BPHC programs.
- **PROGRAM MANAGEMENT AND OVERSIGHT**
  - Analyze and evaluate results of management/oversight activities and initiatives, and provide feedback to BPHC managers.
  - Assess needs of BPHC programs, recognize areas of improvement in program management, and propose solutions to BPHC leadership and managers; lead and/or assist in implementation of solutions.
  - Develop and implement office-wide systems, protocols, and processes to support effective and timely performance of OAA and its staff.
  - Plan and lead a variety of special projects.
- **LIAISON AND PROGRAM CONTACT**
  - Collaborate regularly with other OAA and BPHC Senior Advisors to identify and implement cross-cutting BPHC goals and activities.
  - Provide critical updates and information on BPHC-wide initiatives to BPHC managers and staff, senior level agency partners, and other senior level Federal and non-federal representatives.
  - Establish and maintain communication network to facilitate cooperative working relationships with existing partners, and identify new opportunities to establish collaborative relationships with organizations external to HRSA and BPHC.
  - Provide quality written and oral responses, often in a very short timeframe, to requests for information on BPHC programs from high-level individuals within and outside of the Federal government, including Congress, the media, and national partners.

OAA 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
- Proven ability to manage, organize, and prioritize multiple concurrent, complex projects efficiently and effectively within compressed timeframes
- 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 with a diverse workforce that are built on mutual trust and respect
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint)