

Position Title: Division Director
Office: Strategic Initiatives and Planning Division, Office of Policy and Program Development (OPPD), Bureau of Primary Health Care (BPHC)
Supervisor's Title: OPPD Office Director
Duty Station: Rockville, Maryland
Grade/Rank and Series: GS-685-15 or Commissioned Corps equivalent
Bargaining Unit Status: Non-Bargaining

OVERVIEW

The Strategic Initiatives and Planning Division (SIPD) serves as the organizational focus for ensuring that BPHC activities and priorities are informed by the health care marketplace and other related trends/reforms and are aligned with DHHS/HRSA priorities and strategic plans, while ensuring the fidelity of BPHC budget operations and loan guarantee programs. The Division Director exercises authority in directing national programs for organizations that receive BPHC grants, contracts, cooperative agreements, and/or look-alike designations. Areas of responsibility include program management, program monitoring, performance and grantee assistance. Decisions and actions have a direct and substantial effect on the programs and the organizations. The Division's work impacts HRSA's headquarters operations, several BPHC-wide programs, a significant portion of HRSA's field establishment, and large segments of the Nation's population; and receives frequent Congressional and media attention.

KEY RESPONSIBILITIES

- Consult and coordinate with other components within HRSA and HHS, and other Federal agencies, State and local governments, and other public and private organizations on issues affecting BPHC programs and policies.
- Inform BPHC strategic planning; identify potential implications on BPHC policy, program development, quality improvement efforts, and health center oversight by assuring the effective monitoring of health care marketplace reforms and associated Federal policy and program development.
- Initiate and oversee special projects to address emergent needs that align with the mission of HRSA and/or BPHC.
- Provide executive-level status reports on the alignment of BPHC activities with HHS and HRSA strategic plans.
- Lead the coordination of the BPHC budget formulation process and oversee BPHC budget operations in accordance with all applicable Federal laws and regulations.
- Ensure effective oversight of the BPHC Capital and Loan Guarantee Programs.
- Provide support to the National Advisory Council on Migrant Health.
- Provide timely and appropriate responses to information requests from HRSA, DHHS, OMB, and Congress.
- Lead the explanation and/or resolution of complex issues concerning the implementation of BPHC policy, funding decisions, and other activities.
- Collaborate and innovate with BPHC managers and staff to achieve organizational excellence.

EXPECTED RESULTS

- Systems are in place to ensure that funding obligations align with statutory and other obligations.
- BPHC activities align with HHS/HRSA Strategic Plan.
- Capital investments are directed to areas of greatest need and achieve their intended outcomes.
- Health Center Program activities are informed by environmental trends and changes.
- Division products, processes, and technical assistance activities are high quality, clearly communicated, and responsive to the needs of both internal and external stakeholders.
- Staff and managers have the appropriate knowledge, skills, and abilities to accomplish Division results and support broader OPPD functions and results, as needed.
- Division systems and processes support a responsive, innovative, agile, and team-based work environment that holds staff accountable for the results of their assigned work; foster collaboration within and across teams and other BPHC divisions; and provide support for ongoing staff professional growth and development.

PREFERRED EXPERIENCE AND COMPETENCIES

- Expertise and a minimum of 5 years of experience in the operation of public health or health-related programs
- Minimum of 2 years of experience successfully advising senior level officials
- Proven ability to manage, organize, and prioritize multiple concurrent, complex projects efficiently and effectively
- 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 (Word, Outlook, Excel, PowerPoint, and SharePoint)