

Position Title: Division Director
Office: Data and Evaluation Division, Office of Quality Improvement, Bureau of Primary Health Care
Supervisor's Title: OQI Office Director
Duty Station: Rockville, Maryland
Grade/Rank and Series: GS-685-15 or Commissioned Corps equivalent
Bargaining Unit Status: Non-Bargaining

OVERVIEW

The Data and Evaluation Division demonstrates the impact of the Health Center Program and other BPHC Programs through program evaluation and research, and promotes data-driven improvement across the BPHC and the Health Center Program. The primary area of responsibility relative to BPHC program management is program performance evaluation and improvement support. Decisions and actions have a direct and substantial effect on the Health Center Program and the organizations. The Division's work impacts HRSA's headquarters, several BPHC-wide programs/activities, and large segments of the Nation's population; and receives frequent Congressional and media attention.

RESPONSIBILITIES

- Demonstrate the value and impact of BPHC Programs through data collection, analysis, and dissemination.
- Identify and provide assistance to BPHC programs around performance reporting and data activities, including the Uniform Data System (UDS) reports.
- Analyze and report on data and findings to provide insights and support data-driven program and policy development and improvement.
- Coordinate design and implementation of program evaluations, including keeping abreast of health center related research, identifying and filling gaps, as appropriate.
- Coordinate BPHC performance reporting activities within HRSA and HHS, and with other Federal agencies, State and local governments, and other public and private organizations.
- Lead and coordinate the development of data and information to support clinical and operational quality improvement efforts of Health Center Program stakeholders.
- Lead and/or participate in OQI and BPHC workgroups to develop innovative, data-driven options for advancing the work/mission of the Bureau.
- Establish and monitor key performance metrics to ensure that products, processes, and technical assistance activities are high quality, clearly communicated, and responsive to the needs of both internal and external stakeholders.
- Provide timely and appropriate responses to information requests from HRSA, HHS, OMB, and Congress.

EXPECTED RESULTS

- Data collection, analysis, and dissemination, as well as program evaluations, demonstrate the value and impact of BPHC Programs (e.g., clinical and operational quality improvement) and support data-driven program and policy improvement.
- Technical assistance for BPHC programs around performance reporting and data activities, including UDS reports, meets the needs of the organizations and results in improved data collection and reporting.
- BPHC performance reporting activities are well-coordinated with other organizations internal and external to the Federal government.
- Division products, processes, and technical assistance activities are high quality, clearly communicated, and responsive to the needs of both internal and external stakeholders.
- Subordinate staff and managers are prepared with the appropriate knowledge, skills, and abilities to accomplish Division results and support broader OQI 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
- Expertise in the development and oversight of program evaluation activities of large, complex, public health or health-related programs
- Formal training in critical data and evaluation topics such as epidemiology, biostatistics, quantitative and qualitative research methods
- Experience with health services research in underserved communities and with vulnerable populations
- 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)