

Position Title: Division Director
Office: Policy 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 Policy Division serves as the organizational focus for the development of new program policy and clarification/interpretation of existing Health Center Program policy. The Division Director exercises authority in directing policy for a national program (i.e., the Health Center Program) that includes organizations that receive BPHC grants, look-alike designation, contracts, and/or cooperative agreements. Areas of responsibility include program management, program monitoring, performance and grantee assistance. 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 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

- Lead the development of new and clarify existing Health Center Program policy based on identified internal and external needs.
 - Assess internal and external stakeholder needs for and feedback on past policy support, innovate, and document progress toward improvements as appropriate.
 - Collaborate within BPHC, HRSA, the Department, and with other Federal and non-federal agencies to ensure that BPHC policies are aligned with, informed by, and coordinated as needed.
- Coordinate with the Office of General Counsel (OGC) and Office of Federal Assistance Management (OFAM) as needed to ensure that all policy documents and communications are aligned with Department interpretations of applicable laws and regulations.
- Ensure the provision of support and technical assistance to internal stakeholders (e.g., project officers) and external stakeholders (e.g., health centers) to interpret existing Health Center Program policy.
- Lead and/or participate in BPHC workgroups to develop recommendations for policy-related solutions to identified BPHC programmatic issues.
- Lead the explanation and/or resolution of complex issues concerning the implementation of BPHC policy and other activities.
- Communicate/Support BPHC's implementation of policy related Notice of Award (NoA) terms and conditions tied to criteria spelled out in Funding Opportunity Announcements (FOAs) and/or other policy documents.
- 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.
- Direct the monitoring of health care marketplace trends and reforms and the broader Federal policy environment to identify potential impacts on BPHC policy; propose responses as appropriate.
- Research, draft, and coordinate with BPHC experts as needed to develop HRSA/BPHC responses to Government Accountability Office (GAO), Office of Inspector General (OIG), and other inquiries.

- Ensure the provision of policy expertise and guidance to support the development and interpretation of Health Center Program policy as it relates to Migrant Health Center (MHC), Health Care for the Homeless (HCH), and Public Housing Primary Care (PHPC) programs, and to inform program oversight, expansion, strategic initiatives and planning, and quality improvement activities.
- Provide timely and appropriate responses to information requests from HRSA, DHHS, Office of Management and Budget (OMB), and Congress.
- Collaborate and innovate with BPHC managers and staff to achieve organizational excellence.

EXPECTED RESULTS

- Health Center Program policies and guidance documents issued to public are consistent with all applicable laws and regulations.
- Internal BPHC Health Center Program review tools and resources are consistent with applicable laws and regulations, and HRSA issued policy.
- 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)