

Position Title: Senior Advisor

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

Office(s): Office of Strategic Business Operations/Systems Division

Supervisor: Division Director

Duty Station: Rockville

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

Bargaining Unit Status: Non-bargaining unit position

The Systems Division Senior Advisor provides expert advice to the Division Director on cross-cutting Bureau and Agency system initiatives that are rapidly evolving and highly visible. The Systems Division plans, directs, and coordinates BPHC-wide information systems management activities and ensures systems are accessible and integrated to support cross functionality, track critical information, and improve timely program review and oversight. System Division Senior Advisor Expectations include, but are not limited to:

PROGRAM MANAGEMENT AND OVERSIGHT

- Manages complex, sensitive issues and understand the interrelationship of specialized management information systems and processes in order to carry out the Bureau's public health programs
- Advises on the management of the daily business, financial and budgetary operations supporting BPHC's information systems to ensure BPHC resources are being effectively utilized, consistent with legislative intent and the program's strategic goals
- Develops work improvement plans, working with Division senior leadership to establish long and short-term goals, objectives, and plans to ensure BPHC's information system(s) provides its stakeholders actionable information

ADVICE AND GUIDANCE

- Serves as the primary advisor to the Division Director on various policies, programs and events related to BPHC's information systems and supporting activities
- Advises on appropriate methods, techniques and procedures to achieve established goals and objectives as they relate to administrative, operational, and financial matters
- Ensures findings and recommendations have consensus across coordinating offices when addressing Division and/or BPHC-wide issues.

POLICY DEVELOPMENT

- Recommends development and design of new information methods, equipment and systems and applies these based on standard techniques augmented with experience-based judgment to varying situations and scenarios
- Establishes guidelines as a result of findings identified during review and analyses to implement policies and effect change
- Explores and plans long-range development plans, as well as short-term strategies on policy, development, procedures and guidelines

LIAISON AND PROGRAM CONTACT

- Collaborates regularly with OIT and other HRSA stakeholders to identify and implement cross-cutting BPHC goals and activities
- Provides critical status updates and information on Systems and BPHC-wide initiatives to Division leadership and staff, and Bureau-wide offices in a clear and understandable manner

System Division Senior Advisor Position Preferred Skills include, but are not limited to:

- Knowledge of the concepts, principles, practices, and methods of IT program administration
- Mastery of a wide range of qualitative and/or quantitative methods to review, evaluate, and improve program operations
- Ability to accomplish goals and objectives in challenging circumstances
- Proven ability to collaborate across organizational units and levels to accomplish program goals
- Knowledge of project management tools and techniques, processes and systems to develop new approaches, and skill to creatively apply this knowledge and ability
- Excellent oral and written communications, presentation and persuasion skills
- Ability to foster strong working relationships that are built on mutual trust and respect
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint)

**The purpose of the position profile is to complement and clarify the vacancy announcement; it does not supersede the vacancy announcement. Jan 2016*