



Job Title:	Assistant Director, Research and Evaluation
Department:	Research and Product Development
Supervisor:	VP, Research and Product Development
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	Data Analyst, Research Specialist, Sr Research Specialist
Location:	Remote
Travel:	20%
Salary Range	\$110,000 to \$130,000

Interested applicants should send a cover letter describing their interest in the position and a current CV or resume electronically in Word/PDF format to resume@hri-online.com.

Effective Date: January 2023

Introduction:

The mission of the Public Health Accreditation Board (PHAB) is to advance and transform public health practice by championing performance improvement, strong infrastructure, and innovation. PHAB is the accrediting body for Tribal, state, local, and territorial governmental public health departments in the U.S. Accreditation provides a means for a public health department to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with members of the community. PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is on an ongoing journey to build an inclusive and welcoming organization.

Position Summary:

Research & Evaluation (R&E) at PHAB is focused on building the evidence base for public health practice and assessing accreditation and other programs at PHAB and its Public Health National Center for Innovations (PHNCI). It entails analysis of data generated by PHAB/PHNCI (e.g., assessments of conformity with PHAB accreditation measures) to better understand public health practice, including identifying promising practices and gaps in health department performance. This information is then used to determine opportunities to develop new resources or to revise the accreditation standards and measures. It involves evaluating PHAB/PHNCI programs to support continuous quality improvement and to understand their impact. The R&E team will also be directly involved in a collaborative, five-year evaluation of the CDC's Public Health Infrastructure Program. While the R&E team conducts some of this analysis in house, we also contract out some evaluation work and support external researchers (i.e., through data use agreements, consultation on research studies, development of research agendas).

The Assistant Director, Research and Evaluation is an entry-level management position and their main responsibility will be to assist in managing the operations of the R&E program. The Assistant Director,



under the direction of the VP, Research and Product Development (VP-RPD), provides supervision to staff within the unit, assists the VP in day-to-day management of operations (including management of research and evaluation contracts and pursuing opportunities to expand PHAB's R&E portfolio), and engages directly in research and evaluation activities. Approximately 60% of the Assistant Director's time is spent on supervisory and management activities while the remainder of their time is spent conducting research/evaluation.

This position requires a moderate degree of independent decision making, and requires competency in strategic thinking, planning, and program management, with direction and oversight from the VP. Successful performance of supervisory and management responsibilities, combined with professional growth and development, will potentially lead over time to opportunities for growth for the incumbent in management and leadership within PHAB.

The Assistant Director, Research and Evaluation will participate in the equity-based strategic goals of the unit to meet PHAB's organizational strategic priorities¹.

Position Responsibilities:

As directed, assists in a variety of management tasks in the operation and administration of the Research & Evaluation program

- Collaborates with the VP and R&E team members to develop, implement, and monitor quarterly and annual workplans for the R&E team, sharing management responsibility for meeting or exceeding team time- and quality-related performance measures;
- Provides oversight of contractors who are engaged in research and evaluation projects for PHAB, including, as appropriate, overseeing request for proposal processes;
- Supports efforts to expand PHAB's R&E portfolio by exploring additional funding opportunities or collaborations;
- Provides individual supervision to assigned members of the R&E team addressing all aspects of their work, quality of their work products, and individual and team behavioral performance;
- Collaborates with and informs supervisors of staff who are not the Assistant Director's direct reports;
- Collaborates with the R&E program team to develop and implement improvements and efficiencies in work processes;
- Provides input on the selection, training, and assigning of PHAB volunteers (including students) or contractors to fulfill R&E program activities;
- Tracks special issues concerning PHSSR and informs the VP or other members of the management team as appropriate;
- Coordinates with and reviews work of research and evaluation contractors;
- Staffs the Research Advisory Council and other advisory or working groups/committees as assigned.

¹ [PHAB-Strategic-Plan-2022.pdf \(phaboard.org\)](https://phaboard.org/PHAB-Strategic-Plan-2022.pdf)



- **Conducts research and evaluation activities**
 - Develops or reviews data collection instruments;
 - Oversees or implements data collection (including focus groups, think tanks, etc.);
 - Analyzes qualitative and quantitative data;
 - Drafts and reviews manuscripts and reports to synthesize findings (including identifying publication/presentation opportunities, designing analytic plans, coordinating with other investigators, and scientific writing);
 - Coordinates with researchers seeking to use accreditation data;
 - Contributes to maintaining and updating the research agenda, including identifying gaps and helping to fill them;
 - Monitors and synthesizes the literature relevant to the accreditation, transformation, and the development of new PHAB products;
 - Applies research and evaluation findings in making recommendations for process improvements, informing revisions to the accreditation Standards & Measures, identifying potential new resources and products, etc.
- **Builds and sustains internal and external relationships**
 - Acts as primary contact and relationship manager for relationships with organizations and external individuals working with the R&E team as assigned;
 - Coordinates with other organizations that are participating in collaborative research and evaluation activities;
 - Engages with PHAB's national partners in support of R&E team priorities and objectives;
 - Actively engages in learning with PHAB staff and external partners from across PHAB's organization and work to inform the work of the R&E program team and vice versa.
- **Participates in and supports leadership, administrative and programmatic activities of the organization**
 - Active participant in the management teams of PHAB;
 - Participates in the organization's strategic planning and takes lead responsibility for implementation work related to strategic priority objectives as assigned;
 - In collaboration with the VP-RPD or at their direction, provides R&E program and activity reports, presentations, and webinars to the PHAB stakeholders, including the Board of Directors;
 - In collaboration with the VP-RPD or at their direction, provides direction to and support of various PHAB think tanks, expert panels, work groups, learning communities, and committees;
 - In collaboration with the VP-RPD or at their direction, contributes to PHAB's brand and communications strategies via social media, making professional presentations, authoring opinion and peer-reviewed research articles, blog posts, and articles for the PHAB e-newsletter.

Knowledge and Skills required:

- Advanced degree (Master's or Doctorate) in public health, public policy, administration, research methods, or related field is required.
- Three years of experience in research on public health;
- History of successful publication in peer-reviewed journals;



- Proficiency in both qualitative and quantitative analysis;
- Familiarity with statistical package (preference for R, Python, or SAS);
- Demonstrated track record of successful management of research and evaluation projects, preference given for individuals with experience coordinating with other contractors/subcontractors;
- Demonstrated interest in staff supervision and program management as evidenced by previous supervisory experience and/or pursuit of professional development and/or graduate studies, conversations with current management team members, and seeking out of management and leadership mentors;
- Demonstrated commitment to building PHAB's aligned and healthy culture, including a commitment to inclusion, diversity, equity, and anti-racism (IDEA);
- Committed to professional growth and development in order to refine and develop skills and competencies related to: adaptive leadership, program and grants management, innovation, creativity, flexibility, collaboration, strategic thinking, valuing inclusion, diversity, and anti-racism, and implementation of strategy through collaboration in teams and across teams.
- Demonstrated ability to identify and effectively address performance-limiting issues affecting both individuals and teams.
- Demonstrated track record of building teams that are diverse and inclusive, with high-levels of authentic staff engagement.
- Demonstrated ability to identify new or emerging organizational needs and to develop and/or adapt programs or initiatives to address them, going from concept to implementation.
- Demonstrated track record of adaptive leadership, innovation, creativity, flexibility, collaboration, strategic thinking, and execution of strategy in an organization.
- Demonstrated ability to work effectively with external partners and/or stakeholders to develop common approaches to address complex issues in public health, social services, or health care with a strong preference for candidates with public health experience. Excellent interpersonal, communication, customer-service, and organization skills.
- Excellent ability to work with and support small working groups of professionals.
- Ability to work independently and be self-directed and self-motivated.
- Excellent ability to handle multiple projects and organize materials and people to achieve outcomes within tight timelines.
- Ability to think strategically and translate concepts into programs and products.
- Skilled in the use of technology to manage projects and communicate with diverse audiences.
- Demonstrated experience working collaboratively with peers in a team-oriented environment.
- Proficient in database and computer application systems and computer literacy.
- Ability to travel.
- Familiarity with analyzing budgets, determining funding allocations and forecasting future financial requirements, preferred.
- Ability to work effectively with members of an organization's Board of Directors in a sustained manner, supporting the work of either a Board Committee or an initiative, preferred.



Role Impact:

The Assistant Director contributes to the success of the R&E program under the direction of a VP and the general direction of the CEO. The incumbent contributes to strategy and business development, mentoring and development of staff, and focuses on implementation of strategy and programs in R & E with some responsibility for working with other PHAB units and teams as directed. Additionally, the Assistant Director contributes to the advancement of PHAB's mission in accordance with stated goals and workplans, raising the visibility of PHAB's contributions to advancing public health practice.

HYBRID EMPLOYER ENVIRONMENT: The Public Health Accreditation Board's staff currently work in a hybrid office environment. At the time of hiring, staff members are asked to elect if they will primarily work from an office in their home or in the headquarters office (currently in Alexandria, VA.) If they elect to work from a home office, they must agree to maintain a professional working environment with a dedicated workspace, including high-speed internet access. All staff are required to participate in in-person staff meetings that occur currently on a semi-annual basis for up to 5 consecutive days. These in-person staff meetings may be increased quarterly, as determined by management. Travel and related expenses for these meetings will be paid for by the employer.

VACCINATION REQUIREMENTS: All staff and volunteers of the Public Health Accreditation Board are required to provide proof that they are fully vaccinated against COVID-19. Additional vaccination requirements may be put in place in the future as warranted by the current COVID-19 pandemic or emergent public health threats in the future.

EEO STATEMENT: PHAB is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.