PHAB POSITION ANNOUNCEMENT
Assistant Director, Research and Evaluation
June 2022

The Public Health Accreditation Board (PHAB) announces the following job position posting.

Interested applicants should send a cover letter describing your interest in the position, current CV or resume, and contact information for three professional references electronically in Word/PDF format to resume@hri-online.com.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant Director</th>
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<tbody>
<tr>
<td>Department</td>
<td>Research and Product Development</td>
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<tr>
<td>Supervisor</td>
<td>VP, Research and Product Development</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Regular, Full-time</td>
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<td>FLSA Status</td>
<td>Exempt</td>
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<tr>
<td>Supervision</td>
<td>Data Analyst, Research Specialist, SrResearch Specialist</td>
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<tr>
<td>Location</td>
<td>Alexandria, VA or Remote</td>
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<tr>
<td>Travel</td>
<td>20%</td>
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<tr>
<td>Salary Range</td>
<td>$88,500 - $119,600</td>
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</table>

**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:**
The Assistant Director is an entry-level management position and is responsible for assisting in managing the operations of the Research & Evaluation (R&E) program. The Assistant Director, under the direction of the VP, Research and Product Development (VP-RPD), provides supervision to staff within the program unit, assists the VP in day-to-day management of operations, 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 is a member of the management team of PHAB. Along with the other members of the management team, s/he has responsibility for promoting PHAB’s healthy and aligned organizational culture, its commitment to inclusion, diversity, equity, and anti-racism (IDEA), and working across the organization to achieve PHAB’s strategic priorities and objectives as reflected in the PHAB Strategic Plan.

**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 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 working groups or committees as assigned.

- **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 program team as assigned;
  - 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-PRD 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-PRD 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-PRD 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.

- Conducts research and evaluation activities
  - Develops or reviews data collection instruments;
  - Analyzes qualitative and quantitative data;
  - Drafts and reviews manuscripts and reports to synthesize findings;
  - Coordinates with researchers seeking to use accreditation data;
  - Identifies gaps in the research agenda and contributes to filling 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, etc.

Knowledge and Skills required:

- Advanced degree (Master's or Doctorate) in public health 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 SAS);
- Demonstrated track record of successful management of research and evaluation projects;
- 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;
- Excellent written and verbal communications skills as demonstrated by clear record of accomplishment in providing training and informational presentations and developing written guidance, rules and regulations, requirements, or other quasi-regulatory documents;
- Demonstrated track record of effective participation in work teams as a member and/or peer leader of the team;
- 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.
- Proficient in Microsoft Office 365

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.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of
all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

PHAB is committed to diversity, equity, inclusion, and antiracism (IDEA) and is engaged in intentional efforts to advance IDEA as an organization. We are committed to creating inclusive and equitable spaces that reflect our values and culture as an organization and to ensure our employees have the most positive experience as a part of PHAB.

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 to a quarterly basis, 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.