



Job Title:	Senior Advisor, Public Health Systems and Services
Department:	Program Operations
Supervisor:	Director of Public Health Systems and Services
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	None
Location:	Remote
Travel:	10-20%
Hiring Salary Range	\$105,000-\$135,000

**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](mailto: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:**

A Senior Advisor is an individual contributor with an extremely high level of expertise in a particular area who is considered an expert within PHAB and externally. The Senior Advisor is a subject matter expert with advanced knowledge and experience in public health systems transformation and governmental public health practice.

The Senior Advisor will develop and implement a strategy to assist health departments and health department systems in transformation efforts. They will provide program support, policy and technical guidance, and provide technical advice to health departments and systems seeking to modernize or transform. The Senior Advisor will lead the work associated with assessing and packaging PHAB tools and resources to support health departments through individual, cohort-based and learning community-wide training and technical assistance. They will be responsible for the day-to-day management of projects associated with grant funded work and technical assistance requests, working across PHAB teams and partners. The Senior Advisor will maintain a steady finger on the pulse of the transformation



efforts of 21<sup>st</sup> Century and CDC Infrastructure Grant Component A states and contribute to organizational strategy around product development.

The Senior Advisor will also assist in other aspects of PHAB's transformation-related work. They will also participate in the equity-based strategic goal setting of the unit to meet PHAB's goals and related metrics<sup>1</sup>. This position requires a high-level of independent thinking and requires competence in critical thinking, strategic planning, program management and high-quality program execution.

**Position Responsibilities:**

- Uses content, knowledge, experience and skills to develop, implement, monitor, evaluate and promote programmatic work related to transformation
- Provides thought leadership for PHAB on the FPHS and other tools
- Collaborates across programs to advance programmatic priorities and support health department efforts
- Develops new and improves existing tools and resources to support public health systems and services
- Provides expert technical advice and assistance to health departments and public health systems on strategies, policy, tools and resources in support of transformation efforts
- Strategically connects and packages PHAB tools and resources into training and technical assistance resources
- Collaborates across PHAB units on the planning, development and implementation of strategy and products
- Serves as a point of contact for health departments or health department systems seeking to plan and/or implement transformation efforts.
- Fosters cross-organizational knowledge exchange
- Contributes to progress reports and final project reports for funders and proposals for continued funding
- Contributes to education and communication, including e-learning courses, factsheets, reports, communications/dissemination products, etc.
- Represents PHAB at national, state, and regional meetings and events and manages relationships with stakeholders at the national, state and local level
- Supports 21<sup>st</sup> Century Learning Community program design and implementation and through facilitation of affinity groups, peer learning opportunities, meetings and/or trainings
- Actively and independently suggests ways to contribute to emergent PHAB needs, including ideation of new tools and resources, opportunities for streamlining processes, and opportunities to further implement equity-based frameworks into all elements of technical assistance
- Authors opinion and peer-reviewed research articles, blog posts, and articles for publication
- Other duties as assigned

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<sup>1</sup> <https://phaboard.org/initiatives/inclusion-diversity-equity-and-antiracism/>



### **Knowledge and Skills required:**

- Advanced degree (Master's or Doctorate) in public health or relevant field is required
- Seven to 10 years of experience in public health transformation and practice
- Additionally, experience in supporting governmental public health departments in application of strategy and tools to support transformation
- 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 track record of adaptive leadership, innovation, creativity, flexibility, collaboration, strategic thinking, implementation of strategy through collaboration in teams and across teams, valuing inclusion & diversity, and depth of relevant subject matter expertise.
- Proficient in Microsoft Office 365

### **Role Impact:**

The Senior Advisor contributes to the success of PHAB, under the direction of the Director for Public Health Systems and Services and the general direction of the Executive Leadership Team. The incumbent contributes to strategy and business development and focuses on implementation of strategy and programs within their unit and across the organization. This position's responsibilities will directly impact several of PHAB's Strategic Priority areas, PHAB's mission in accordance with stated goals and workplans, and will contribute to raising the visibility of PHAB in 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 COVID19 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.