



Job Title:	Senior Specialist, Public Health Systems and Services
Department:	Program Operations
Supervisor:	Director, Public Health Systems and Services
Employment Status:	Regular, Full-time
FLSA Status:	Exempt
Supervision:	None
Location:	Remote
Travel:	Up to 20%
Hiring Salary Range:	\$85,000 to \$100,000

Effective Date: February 2023

Interested applicants should submit their resume and cover letter to resume@hri-online.com to be considered.

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:

Under PHAB's Public Health Systems and Services (PHSS) portfolio are three of PHAB's centers – the Public Health National Center for Innovations, Center for Sharing Public Health Services, and Center for School Health Innovation and Quality. The PHSS portfolio is focused on supporting health departments and health department systems in modernizing and transforming the public health system and practice. The work includes supporting the 21st Century Learning Community, engaging health departments and systems in learning and using service sharing arrangements, and advancing equity in all efforts. This team is also leading various aspects of PHAB's role in CDC's Public Health Infrastructure Program (PHIP).

The Senior Specialist's primary responsibility will be to lead and support various aspects of the PHSS portfolio. Specifically, this person will support health departments in using PHAB tools and services, providing direct technical assistance and training, and may serve as a point of contact for health departments who are seeking capacity building resources, tools and services from PHAB. They will contribute to the organizational strategy and direction around public health transformation, and may be charged with conceptualizing, implementing, and managing projects across various organizational



teams. This person will work in collaboration with other PHSS team members, and with PHAB's Research and Product Development team and the Accreditation and Recognition Team.

The Senior Specialist will also participate in the equity-based strategic goals of the unit to meet PHAB's organizational strategic priorities¹.

Position Responsibilities:

Program Management and Coordination

- Develop and monitor workplans for specific projects, like supporting TA provision for groups of health departments, affinity groups, and more.
- Communicate proactively with key stakeholders for specific projects to ensure deadlines are on track, communicate any delays, and adjust as needed.
- Manage specific aspects of day-to-day operations for assigned projects such as communications, tracking deliverables, maintaining records, synthesizing information, and problem solving.
- Contribute to both planning and execution of projects.
- Explore innovative ways to improve work, communications, and engagement with internal and external stakeholders.
- Contribute to grant writing and reporting.
- Participate and contribute substantively to team meetings & lead project meetings, as appropriate.
- Proactively manage relationships and workplans with contractors and partners as appropriate.
- Oversee completion of discrete work products from other members of the team and consultants.

Program Implementation, product development and communications

- Support and lead workgroups, work products and development of products and resources for the PHIP grant.
- Implement PHIP and other workplan activities, such as developing meeting agendas, facilitating internal and external meetings, etc.
- Lead communications with key stakeholders, such as health departments, learning community members, and internal staff.
- Develop and implement educational and learning events (live, on demand and eLearning).
- Proactively respond to customers TA requests, anticipate their needs, and develop strategies to address them.
- Develop and conduct presentations at various local, state and national conferences/meetings.
- Proactively conceptualize and suggest new ideas, products, and projects to pursue.
- Generate content from conceptualization through implementation such as synthesis products, blog posts and articles, guides, fact sheets, publications, etc.
- Provide staff support on other projects as the opportunity arises.

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



Strategy and strategic planning

- Proactively contribute to implementation of PHAB's strategic plan.
- Stay current with the landscape of the field to inform projects and product development, innovations, and more.
- Foster relationships with internal and external stakeholders.
- Contribute to program planning and strategy at all points in program development.
- Translate learnings from programming into work products and strategy.

Knowledge and Skills required:

This section describes the knowledge, skills, and expertise that we consider most important to success in this position. We recognize that not everyone will be an exact fit for this list, and we know you offer strengths and talents beyond what we have listed. If you have a vision and excitement for this role and our mission, and/or if you have been directly impacted by the public health, systemic and social issues that we address, we encourage your application.

- Advanced degree (Master's or Doctorate) in public health or related fields
- A minimum three years of experience with public health transformation, systems thinking, and/or innovation
- 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 written and verbal communications skills as shown by a clear record of accomplishments in professional and technical writing, making ad hoc and planned professional presentations to many audiences.
- Be Proactive, an active listener, and embody a sense of responsibility towards work products and relationships
- Commitment to approaching work through a diversity, inclusion, equity, and anti-racism lens
- 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 communicating with diverse audiences and in practicing cultural humility.
- Demonstrated experience working collaboratively with peers in a team-oriented environment.
- Proficient in Microsoft 365
- Ability to travel.



Role Impact:

The Senior Specialist contributes to advancing projects and programs for the organization, contributes to strategy and direction, develops high quality and timely materials, and collaborates with others across the organization. This person contributes to advancing PHAB's strategic priorities and bringing visibility to 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 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 committed to equal employment opportunity. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (e.g. cancer or a record or history of cancer), marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by federal, state or local law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.