



PUBLIC HEALTH ACCREDITATION BOARD
1600 Duke Street, Suite 440, Alexandria, VA 22314
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PHAB POSITION ANNOUNCEMENT: Director of Research and Evaluation

The Public Health Accreditation Board (PHAB) announces the following job position posting. Interested applicants should send a current CV and three professional references electronically in Word format to Dr. Kaye Bender, President and CEO of PHAB, at kbender@phaboard.org. The subject line should read “Director of Research and Evaluation.” The position will be posted until March 15, 2012 or until it is filled. Questions regarding the position should be directed to the same e-mail address.

Introduction

PHAB, the accrediting body for a new national accreditation program for Tribal, state, local, and territorial public health departments, seeks a dynamic research and evaluation professional with strong data analysis, evaluation, and research skills. The ideal candidate should have at least a master's degree and at least three years related experiences. The position is based at the PHAB office in Alexandria, VA, and requires some national travel.

Position Summary

This position is responsible for overseeing both internal and external research and evaluation activities related to PHAB. Research and evaluation activities are a key aspect of PHAB's operations given the centrality of quality improvement to the accreditation process. PHAB must establish the infrastructure to ensure that the organization itself embraces the values it espouses, while recognizing that research and evaluation are key components of PHAB's own quality improvement processes. The position reports to the President and CEO.

Activities of particular importance that the Director of Research and Evaluation oversees include:

- Encouraging and supporting the research efforts of external researchers seeking to conduct research on accreditation in public health
- Overseeing, supporting, and conducting internal research projects on accreditation in public health
- Overseeing and supporting external evaluation activities contracted out by PHAB
- Overseeing, supporting, and conducting internal evaluation activities related to PHAB operations
- Supporting the efforts of PHAB's committees, such as the Research and Evaluation Committee, and others as appropriate
- Overseeing other PHAB staff dedicated to research and reporting activities.
- Exploring opportunities for research collaboration with other public health practice groups and organizations
- Exploring funding opportunities to support PHAB's research and evaluation efforts
- Acting as a liaison to the broader public health systems and services research community

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Position Responsibilities

Responsibilities of the Director of Research and Evaluation include, but are not limited to, the following duties:

1. Encourage and support the research efforts of external researchers seeking to conduct research on accreditation in public health
 - Develop, maintain and update a data request, management and delivery system and accompanying procedures that allow researchers timely access to pertinent information, while protecting the interests of agencies who have undergone or are in the process of undergoing PHAB accreditation
 - Manage and monitor the progress of data and research requests through PHAB's various committees etc., including the institutional review body
 - Explore opportunities to collaborate with other organizations to promote research on accreditation in public health through venues such as NNPHI's PHSSR call for proposals
 - Provide technical support to external researchers
 - Advise other PHAB staff in their dealings with external researchers

2. Oversee, support and conduct internal research projects on accreditation in public health
 - Determine which aspects of PHAB's research agenda are best suited for internal research, and develop plan to conduct research in these areas
 - Develop process to periodically update PHAB's research agenda
 - Develop and supervise research and evaluation staff (long-range)
 - Coordinate with the e-PHAB vendor and the Chief Administrative Officer to establish the reporting tools needed for research and evaluation.
 - Conduct periodic environmental scans to explore new areas of potential research activities
 - Explore sources for external research funding
 - Support research activities with PHAB staff in areas outside of research and evaluation
 - Publish and present the results of PHAB's internal research
 - Support the efforts of other PHAB staff to publish and present research results

3. Oversee and support external evaluation activities contracted out by PHAB
 - Develop requests for proposals for outside evaluation activities
 - Assist in choosing outside evaluators
 - Serve as liaison between PHAB and evaluators
 - Assist in the dissemination of evaluation results, when appropriate
 - Develop process for periodic update of PHAB's evaluation agenda

4. Oversee, support and conduct internal evaluation activities related to PHAB operations
 - Determine which aspects of PHAB's evaluation agenda are best suited for internal evaluation, and develop evaluation plan for these areas
 - Develop and supervise research and evaluation staff (long-term)
 - Explore sources of external evaluation funding
 - Support evaluation activities with PHAB staff in areas outside of research and evaluation
 - Publish and present the results of PHAB's internal evaluation
 - Support the efforts of other PHAB staff to publish and present evaluation results

5. Support the efforts of PHAB and PHAB's various committees, such as the Research and Evaluation Committee
 - Act as liaison to PHAB board and committees in matters dealing with research and evaluation activities
 - Provide periodic reports to board and committees on those activities
 - Develop, supervise and conduct and report on research and evaluation activities requested by PHAB's board or committees
 - Conduct or supervise environmental scans or literature reviews on topics of interest to PHAB's board or committees, by request
6. Oversee other PHAB staff dedicated to research activities
 - Provide staff with guidance and support needed to effectively complete tasks
 - Mentor staff to encourage professional development
 - Ensure that staff produce high quality products in a timely fashion
 - Ensure that staff provide top level service to stakeholders/constituents
7. Explore opportunities for research collaboration with other public health practice groups
 - Meet with representatives from the research and evaluation arms of organizations such as NACCHO, ASTHO, and NALBOH to explore opportunities to collaborate on research activities
 - Explore opportunities to collaborate with representatives from other practice organizations on joint grant funded research opportunities
8. Act as a liaison to the broader public health research community
 - Serve as reviewer for accreditation related proposals for national organizations (such as NNPHI, RWJF, CDC, etc.)
 - Represent PHAB in meetings focused on public health systems and services research and allied fields such as public health law research
 - Provide input to broader research agendas focused on public health systems and services research and allied fields
 - Work with national organizations (such as NNPHI, RWJF, CDC, etc.) to earmark funds for research opportunities dedicated specifically to research on accreditation

Position Requirements

- Doctoral or Master's (with three years relevant work experience) degree and certification in a relevant field preferred
- Experience managing a team of peer colleagues
- Ability to read, analyze and interpret professional journals and funder regulations
- Strong writing skills, particularly as related to writing reports, procedures and peer reviewed publications
- Strong interpersonal communications skills, with experience and competence in presenting information to and taking questions from colleagues and constituents
- Deep knowledge of the field of public health, particularly issues relating to policy, infrastructure and operations
- Knowledge of and comfort with quantitative and qualitative research methods, statistics, and other inferential techniques, and ability to apply them to practical situations
- Ability to explain the results of quantitative and qualitative research methods, statistics, and other inferential techniques to PHAB constituents

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. Salary offered commensurate with experience and job duties.

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.