

## ***Public Health Advisor/Analyst - 685***

### **Grants Management**

- Promotes and manages projects such as: heart disease and stroke prevention and control, cancer surveillance research, or tobacco control and prevention research by working effectively with extramural scientists and NIH staff.
- Remain current with NIH and Federal Government grants and contracts management policies and procedures
- Guidance is provided to extramural community regarding scientific interests and priorities, and grants policies and procedures.
- Scientific accomplishments of funded grants are identified and disseminated on a regular basis, through annual briefings and reports provided by the Institute to Congress and through updates of other publicly available Institute reports and web sites.

### **Subject Matter Expert**

- The aptitude to serve as a Subject Matter Expert on assigned program area of responsibility such as state and community tobacco control topics and related policy issues, cancer surveillance research, or heart disease and stroke research. (Other disciplines should insert their individual topics).
- Advanced knowledge is maintained of program area of responsibility.
- Serve as lead staff, as assigned, on issues relating to program area of responsibility, and participate actively in its research agendas.
- Attendance is required on an annual basis at a minimum of one scientific meeting to improve understanding of advances in science and policy.
- Knowledge is maintained and advanced regarding specific scientific priorities or projects of NIH, the Institute, Division, Program and Branch by attending internal and external seminars.
- Accurate guidance on scientific topics is provided upon request.
- Develop and implements programs and products to increase application of research findings in public health settings.
- Implement strategies to address health disparities in underserved, high-risk populations and communities.
- Disseminate findings of project once completed. Other related documentation activities are effectively managed, providing written materials for program and administrative functions. Authors or edits submissions to other offices regarding activities within assigned program area.
- Attend and participate in all internal mandatory training.

### **Teamwork and Collaboration Activities**

- Activities are engaged in that contribute to the organization as a whole (branch, program, division, institute, etc.).
- Inquiries from Congress, press, and/or outside organizations and individuals are responded to in accordance to NIH policies/procedures.
- Understands and follows established channels of communication & reporting relationships within the NIH.
- Participate in NCI or NIH committees, working groups, or trans-NIH program initiatives as required
- Participate in relevant scientific or professional organizations to further the mission of the branch, program, division, or institute.
- Serve as Project Officer for contracts and manage contract resources in a manner that successfully achieves program goals and is most advantageous to the government and in accordance with NIH contract management procedures.
- Coordinate intern selection process and serve as intern mentor, or identify most appropriate mentor to be matched with the intern's interest, skills and experiences.
- Serve as Team Leader on assigned projects to ensure program implementation and effectiveness.