

Critical Element: Communication and Teamwork

- Effectively communicate with IC and other NIH staff on programmatic issues, and disseminate information as requested, demonstrating ability to convey information to others and receive information in an effective manner
- Work effectively with other staff and participate in overall team approach and participate in cross Division or Institute committees and programs as appropriate
- Communicate effectively with IC support and administrative staff to ensure that duties and responsibilities are clearly understood and can be completed in a timely manner
- Ensures that draft material is substantively accurate and consistently well-written, requiring upper level review but no major revisions; materials are edited and reviewed in an informed manner
- Work effectively on assigned committees, keeping focus on team goals; maintain a professional demeanor and show collegial and respectful treatment of fellow employees and team members
- Effectively communicate with persons in the public domain to ensure proper communication of programmatic interests, and NIH policies and procedures
- Work effectively with other staff and participate in overall team approach. Participate in cross Division or Institute committees and programs as appropriate
- Work effectively on assigned committees, keeping focus on team goals; maintain a professional demeanor and show collegial and respectful treatment of fellow employees and team members
- Effectively communicate with persons in the public domain to ensure proper communication of programmatic interests, and NIH policies and procedures
- Appropriately represent the office to outside individuals with sound knowledge and judgment, handled with sensitivity and professionalism and, when required, in consultation with others in the Institute or NIH
- Broaden internal communications efforts by publishing three articles for the IC newsletter and other internal communications vehicles
- Ensures that all communications are usable, understandable, and appropriate for audiences such as the scientific community, public health decision makers, policy makers, and scientists in order to help them better understand the IC mission
- Ensures that verbal and written communications to both internal and external stakeholders are followed-up to ensure that the information disseminated is clearly understood and responsive to the request

Critical Element: Evaluation and Analysis

- Facilitate the development of new or expanded scientific programs, and initiate and maintain tracking plans to ensure their timely implementation
- Plan and develop briefing materials, charts, graphs, and other presentation media, as needed and identify and develop specific talking points for special reports and presentations, as needed
- Liaison with the IC Office of Communications and Government Relations, the IC Office of Strategic Planning and Financial Management and the Office of Human Resources Management to facilitate personnel issues, especially hiring new staff

- Serve as an advisor to the IC Division Director, the Deputy Division Director, and other senior staff on scientific and administrative policies
- Provide timely and accurate information about the research and operations budgets to facilitate funding decisions and establish priorities
- Using a variety of approaches and materials, disseminate information about the Division activities and research results
- Determine the need for and direct the preparation and implementation of technical and administrative guides to accomplish the mission of the Division
- Conduct analyses of current research activities/programs
- Establish priorities and criteria for the evaluation of major research grants, cooperative agreements and contract programs
- Identify and conduct extensive analysis of trends in and/or emerging or potential problems and opportunities in areas that have implications for national level programs
- Coordinate and oversee the strategic planning functions within the IC as well as to serve as the senior analyst for one or more national level programs or initiatives
- Analyze, summarize, and/or interpret scientific literature, research reports and technical reports so that appropriate audiences both within and outside of NIH can use the relevant findings
- Manage and oversee the development and implementation of long range planning activities
- Manage and oversee the development of new or expanded scientific programs, and initiate and maintain tracking plans to ensure their timely implementation
- Determine the need for and direct the preparation and implementation of technical and administrative guides to accomplish the mission of the IC

Critical Element: Knowledge of Policy and Procedures

- Display current knowledge of HHS and NIH policy and procedures in areas of responsibility as reflected by familiarity with NIH policy chapters, NIH policy memoranda, and NIH Guide Announcements
- Display current knowledge of IC policy and procedures in area of assigned responsibility as reflected by familiarity with policy and procedures
- Maintain working knowledge of relevant electronic research administration (eRA) modules, computer security and other necessary for performing the program coordinator role
- Maintain current knowledge of ethical conduct requirements, conflict of interest policy, computer security and other administrative requirements
- Exhibits current knowledge in the IC mission areas, as reflected by awareness of current published research or new scientific developments through reviewing daily news summaries, websites, and participating in meetings and work groups
- Understands the changing nature of scientific research and the importance of fact-checking, demonstrates knowledge of and appropriately utilizes, institute resources to verify information
- Helps others understand how their work relates to the organizational vision and ensures that job goals are aligned with organizational goals

Critical Element: Manages Legislative Affairs

- Facilitates participation of staff in NIH-level legislative and Executive Secretariat workgroups and committees, successfully representing the interests of the IC

- Ensures that requests for information from Congress are met consistent with HHS review and clearances processes
- Ensures that legislative activities and products are highly regarded within and outside the IC and are considered to be thoroughly researched, responsive to the request, and effective in advancing IC program goals consistent with Department and Administration policies
- Prepares a variety of congressional materials (in response to requests or proactively) that are responsive to the needs of the intended audience as well as appropriate to advance IC program goals consistent with Department and Administration policies
- When collecting information from IC staff for responses to congressional inquiries, provides guidance that is clear and reflects knowledge of IC programs and congressional interests and sensitivities
- Analyzes legislation impacting the IC in a manner that reflects a thorough understanding of the IC's mission and program goals and the Department's and Administration's policies
- Conducts legislative and congressional liaison activities in a manner that is regarded as successfully negotiated/completed effectively and responsive to the needs of the parties involved
- Effectively participates in proactive outreach efforts to the Congress, as appropriate
- Ensures that 95% of responses to congressional requests are provided within the timeframe delineated by the requester
- Ensure that the IC Legislative Team staff are managed effectively to support the functions and accomplishments of the IC mission and goals
- Makes continuous advancement in the use of technology to support the IC legislative tracking and analysis functions
- Supports staff developmental efforts as appropriate to ensure all have necessary training and knowledge to perform at desired competency levels for their positions and ensure that staff establish Individual Development Plans
- Develop and implement strategies and procedures to enhance staff capabilities and to ensure orderly transitions after staff changes (e.g., succession planning) within the IC Legislative Team
- Respond to inquiries from Congress, press, and/or outside organizations and individuals in an informed and professional manner and in accordance with NIH policies and procedures
- Monitors legislative activities and analyzes legislation impacting the IC in a manner that reflects a thorough understanding of the IC's mission and program goals as well as the policies of the Department and Administration
- Ensures that legislative products are highly regarded within and outside the IC and are considered to be thoroughly researched, responsive to the request, and effective in advancing IC program goals, consistent with Department and Administration policies
- Continue to expand and update legislative affairs presence on the IC intranet pages including posting of SOPs and bill summaries of interest
- Prepares a myriad of congressional, GAO, OIG and other materials (in response to request or proactively) that are responsive to the needs of the intended audience as well as appropriate to advance IC program goals
- Supports Legislative Affairs presence on the IC Intranet to inform IC staff of legislative affairs issues, policies, and procedures and provides timely updates as needed

- Employs diplomacy and creative problem solving in preparing written communications or other information related to Institute or NIH Congressional activities