



PCORI Careers

Program Officer, Science, Clinical Effectiveness and Decision Science

Tracking Code

620-858

Job Description

Department: Science, Clinical Effectiveness and Decision Science

Reports to: Program Director, Science, Clinical Effectiveness and Decision Science

Position Summary

Under the direction of the Scientific Associate Program Director of the Clinical Effectiveness and Decision Science (CEDS) Program, the Program Officer is responsible for strategic decision-making and high-level program planning, management and monitoring of a program portfolio and program activities (e.g., advisory panels, workgroup meetings) that advance PCORI's patient-centered research agenda. The primary responsibilities include providing intellectual and organizational leadership to shape the CEDS research agenda and funding priorities, develop funding announcements, award and manage a diverse portfolio of research contracts, and evaluate program activities to further the strategic direction of the CEDS Program.

Duties and Responsibilities

General Program Responsibilities:

- Assists Associate Director, Program Director and Chief Science Officer (CSO) in identifying and implementing strategic objectives for the CEDS Program.
- Identifies and manages the development and implementation of program funding activities (e.g., requests for proposals).
- Collaborates with CSO's office, staff from other PCORI Science programs, as well as Engagement, Communications, and Contracts Management staff in implementing program activities.
- Works closely with a team of PCORI staff in managing research awards.

Portfolio Management:

- Identifies and manages the design and implementation of activities related to the development of program-specific PCORI funding announcements (e.g., convening workgroup and advisory panels meetings, working with external organizations including government organizations)
- Develops, with assistance from PCORI staff and external organizations, program-specific PCORI funding announcements.
- Actively engages in PCORI's processes for reviewing and awarding applications received through the PCORI funding announcement process.
- Advises awardees on the execution of their contracts

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- Engages in active portfolio management by monitoring awardees' attainment of contract milestones and overall study progress, conducting site visits, and implementing learning networks or conferences to facilitate shared learning opportunities for relevant stakeholders.
- Collaborates with contract management staff to assess status of projects.
- Evaluates the program's portfolio to ensure balance and to identify need for modification of strategic funding directions and opportunities.
- Advises potential applicants regarding their applications and the application process.

Organizational Responsibilities and Contributions:

- Represents PCORI publicly regarding program direction, program funding, and the application process and award results.
- Participates in conferences, seminars, and other professional development activities to maintain and enhance expertise and professional status.
- Leads, contributes to, and participates in internal groups and teams and cross-cutting initiatives, including supporting efforts of the Methodology Committee. Carries out other responsibilities as assigned by PCORI management.
- Keeps Program Director and team apprised of developments and occurrences in the field that are likely to affect program decision-making, strategies, and/or award decision-making.

Incumbent(s) in this position may be required to perform other duties and special assignments not specifically stated above.

Statements outlined in this section are designated as essential job functions in accordance with the Americans with Disabilities Act of 1990.

***PCORI Staff Conflict of Interest Statement** - No PCORI employee can receive a direct financial benefit from a healthcare related organization during the course of his/her employment with PCORI.

PCORI conducts background checks on all applicants.

PCORI is an equal opportunity employer committed to cultural diversity in the workplace.

Required Skills

- Strong written and verbal communication skills
- Strong skills in health related research (expertise in comparative effectiveness research, communication and dissemination research (CDR) and/or clinical effectiveness research methodology preferred);
- Ability to handle and manage multiple priorities effectively; must be adept at organizing time efficiently; high tolerance for ambiguity; ability to understand and work collaboratively with other staff members;
- Able to synthesize material and focus quickly on the essence of an issue; to identify major opportunities in a specific area;
- Strong oral presentation skills;
- Strong project and people management skills;
- Personally motivated to support PCORI's mission and goals; to work independently and in teams to think imaginatively about opportunities; to create and respond to innovative approaches to addressing an issue; to inspire others to work towards achieving team goals;
- Outstanding interpersonal and teamwork skills; collegial, energetic, able to develop productive relationships with colleagues, awardees, consultants, external funders, and others who contribute to program development and management;
- Sound judgment and maturity, exemplified by consistent professionalism in dealing with individuals at all levels, both internally and externally;
- Ability to make decisions, justify recommendations, and is responsive to potential funding applicants;
- Ability to travel, as required, including for site visits and representing PCORI at external meetings;
- Proficient in the use of technology;
- Ability to link organizational goals to individual department mission and activities;
- Ability to envision innovative solutions.

Required Experience

- Doctoral degree and 2+ years of experience in a health related research discipline relevant to patient-centered outcomes research (e.g., epidemiology, health services research, sociology, psychology, health policy, biostatistics, economics, education or health education) OR a Master's degree in relevant field (e.g., MPH, MPA, MPP; or MBA) and 7+ years of experience
- Proven track record and leadership potential in at least one of CEDS's program areas (Comparative Effectiveness Research (CER), Communication and Dissemination Research (CDR), CER Methods);

extensive experience in specific area of knowledge in one or more of PCORI's program areas; extensive experience in a funding research agency/organization; and/or extensive experience in research program and staff management.

Job Location

Washington, District of Columbia, United States

Position Type

Full-Time/Regular

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