

DEPUTY DIRECTOR MILLION VETERAN PROGRAM

Come join us in Boston at The VA Boston Healthcare System (VABHS), New England's premier referral center for Veterans' healthcare and named among the Top 100 Places to Work in by the Boston Globe.

This position is located in the Boston VA Medical Center, Veterans Health Administration (VHA), and is based in Boston, MA. The Million Veteran Program (MVP) is a VHA Office of Research & Development (ORD) supported national health and genetic investigation program that is coordinated nationally. The Boston MVP Coordinating Center is responsible for program management of MVP, including oversight of all participating MVP local sites (~60), direction of centralized recruitment efforts, integration/oversight of MVP data operations, informatics, and laboratory activities as well as development of research follow-up activities.

DUTIES AND RESPONSIBILITIES

The Deputy Director is responsible to the Director, for the design, conduct, and management of the MVP. This position serves as an alter ego to the Chief and fully shares with the manager in the direction of all phases of the organization's programs and work.

Activities emphasize ensuring that the highest levels of scientific standards and established research policies and practices are applied to all MVP activities. Additional emphases involve effectively and efficiently administering MVP activities and promoting a collaborative spirit within a study and the national program. Responsibilities include: designing and directing all aspects of MVP recruitment, enrollment, and follow-up activities; understanding and adhering to federal, agency, and program regulations and policies; developing strategies, plans, and priorities for MVP; and management and leadership of MVP Coordinating Center staff. S/he shares a collegial, collaborative, and fully informed relationship with the MVP Director, the MVP PI, VA ORD.

In coordination with the MVP Director, the incumbent assists in analyzing the needs, strategic plans, and goals of MVP in the context of VA, VHA, and ORD goals and initiatives, and makes recommendations for new directions, initiatives, policies and procedures. S/he participates routinely in senior management and policy decisions regarding strategic planning, priority-setting, scientific direction, and operations. In these activities, the incumbent provides supervision and/or leadership to managers, researchers, and administrators to ensure integrity, effectiveness and efficiency. In carrying out the diverse responsibilities of this position, the incumbent will have the duties described below; other duties may be assigned.

1. Provides methodological leadership in the design, conduct, and management of MVP.
2. Formulates and ensures continued appropriateness and timely communication of all assigned study and center activities and events to the MVP Director and other key stakeholders.

3. Assists the MVP Director in the following activities:
 - a. Identifies the need for and develops plans for necessary organizational changes to maximize efficiency of MVP.
 - b. Identifies, justifies, and implements actions to improve operational efficiency, such as identifying needed equipment, personnel, or changes in procedures.
 - c. Identifies the needs for ensuring that MVP management standards are met.
 - d. Oversees the analysis, conduct and assessment of MVP activities to ensure compliance with applicable regulations, consistent and accurate documentation and reporting, and to identify deficiencies or opportunities for improvement. Ensures development of action plans to address identified needs.
 - e. Ensures fiduciary accountability for MVP funds including overseeing the management of the center budget, ensuring that appropriate internal control systems are in place, and preparing budget recommendations in coordination with the Director, ORD and other key stakeholders.
4. Performs research liaison activities in collaboration with the MVP Director.
 - a. Identifies areas where MVP has special needs or unique opportunities and assesses the potential of VA research to contribute.
 - b. Ensures maintenance of mechanisms for linking MVP products/ knowledge with national VA health care delivery needs and practice.
 - c. Represents MVP in communications and/or meetings with senior management within and outside VA, non-government experts, and the public, and serves as a liaison to other federal agencies and internal VA committees.
 - d. Through effective communication, builds and maintains relationship with academic affiliates, other federal agencies, and private entities.
 - e. Develops suggested actions for decision-makers within the VA Office of Research & Development based on knowledge of MVP activities and policies.
 - f. Establishes working relationships with other agencies within and outside the Department, professional societies, groups and individuals to share information on developments and technology in the scientific, technical, and administrative fields related to MVP research and development.

Organize workflow and ensure employees understand duties and delegated tasks. Supervise employees hired under a variety of professional and technical job series. Ensures performance guidelines, expectations and appraisals are communicated clearly through the formal employee performance management system. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans and recommends personnel actions as necessary. Provides advice and counsel to employees related to work and administrative matters. Effects disciplinary measures as appropriate. Reviews and approves leave and travel requests. Assures reasonable equity of performance standards and rating techniques developed by subordinates and that

managers supervised also follow federal and VA regulations and provide clear guidance and assessments to assigned staff. Ensures safety policies and procedures are followed as well as any special emphasis programs.

Assigns and oversees or reviews work as appropriate to ensure compliance with relevant national R&D policies and procedures and that center activities meet quality and efficiency standards by reviewing and providing guidance for development of and progress on major project work plans. Makes decisions on work problems presented by subordinates. Identifies and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promotes team building, and improves business practices. Develops Position Descriptions (PDs), Interviews candidates for vacancies within the Service, recommends appointment, promotion, or reassignment to these positions. Recommends within-grade increases, overtime, and staff travel. Recommends awards or bonuses for personnel and changes in position classification. Hears and resolves employee complaints and effects minor disciplinary measures per VA guidelines and regulations. Identifies development and training needs of staff. Reviews requests and makes recommendation on non-routine, costly, or controversial training needs and training requests of staff. Identifies and brings to the attention of the CSPCC Director methods to improve production or increase quality of work.

If providing care for our veterans is something that appeals to you while enjoying amazing benefits, in addition to working and living in an area rich in history, culture, and recreational opportunities, this position is for you!

Applicants should submit a cover letter and CV or inquiries to anita.petrina@va.gov. Include "Deputy Director- MVP" in the e-mail subject line.