Supervisory Health Science Policy Analyst (Branch Chief) Opportunity at NIMH
Reports and Analysis Branch
Office of Science Policy, Planning, and Communications
National Institute of Mental Health
National Institutes of Health
Department of Health and Human Services

The NIMH Office of Science Policy, Planning, and Communications (OSPPC) plans and directs a comprehensive program of strategic and programmatic planning and evaluation for the Institute, including planning and directing scientific disease coding, portfolio analysis, and program evaluation; creating and implementing the Institute’s communication efforts; overseeing outreach and education activities; and leading strategic planning, correspondence control, and clearance.

OSPPC is looking for a motivated individual to serve as the Chief of the Reports and Analysis Branch (RAB). The Branch plans, manages, and evaluates a comprehensive program of data collection, organization, analysis, and reporting in support of NIMH’s mission. Independently and in collaboration with other OSPPC branches and NIMH offices or divisions, RAB conducts portfolio analyses and develops reports and graphics regarding vital statistics about the Institute and its award portfolio for internal management and for decision-making and policy-setting for the Institute. RAB also develops, coordinates, oversees, and performs scientific disease coding for the Institute, working in conjunction with NIH research coding and classification systems, and generates reports to respond to Congressional, public, and NIH requests.

The selected candidate will have responsibilities including direct supervision of Branch staff and leading the team to: conduct complex data analyses; anticipate high-value reporting and analysis needs for a variety of stakeholders; initiate and coordinate agency-wide analysis efforts; and develop policy and program planning options and recommendations.

Individuals who have a strong data analytics background, excellent communication skills, and proven skill in analyzing scientific research programs, projects, and policies are encouraged to apply. The position also requires working both independently and collaboratively. Salary will be commensurate with the experience of the candidate. A full package of federal Civil Service benefits is available, including: retirement, health and life insurance, long term care insurance, leave, and a Thrift Savings Plan (401K equivalent). The successful candidate is subject to a background investigation and public financial disclosure requirements.

**Qualifications**
Applicants must be U.S Citizens and hold a bachelor’s or graduate/higher level degree from an accredited college or university in an academic field appropriate to the work of the position (for example, related to the medical field, health sciences or allied sciences).

**How to Apply**
Interested candidates should apply through USAJOBS at https://www.usajobs.gov/GetJob/ViewDetails/549564900 and https://www.usajobs.gov/GetJob/ViewDetails/549566200

The NIH encourages the application and nomination of qualified women, minorities, and individuals with disabilities. HHS and NIH are Equal Opportunity Employers.