PROJECT OFFICER

Req #: 200238

Department: INSTITUTE FOR HEALTH METRICS AND EVALUATION

Job Location: Other Location

Posting Date: 12/06/2021

Closing Info: Open Until Filled

Salary: Salary is commensurate with experience and education

Shift: First Shift

Notes: As a UW employee, you will enjoy generous benefits and work/life programs. For detailed information on Benefits for this position, click here.

The Institute for Health Metrics and Evaluation (IHME) is an independent research center at the University of Washington. Its mission is to deliver to the world timely, relevant, and scientifically valid evidence to improve health policy and practice. IHME carries out its mission through a range of projects within different research areas including the Global Burden of Diseases, Injuries, and Risk Factors; Future Health Scenarios; Costs and Cost Effectiveness; Resource Tracking; and Impact Evaluations. Our vision is to provide policymakers, donors, and researchers with the highest-quality quantitative evidence base so all people live long lives in full health.

IHME is committed to providing the evidence base necessary to help solve the world's most important health problems. This requires creativity and innovation, which are cultivated by an inclusive, diverse, and equitable environment that respects and appreciates differences, embraces collaboration, and invites the voices of all IHME team members.

IHME has an exciting opportunity to join the team as a Project Officer on the Pandemics team. IHME's Pandemics team focuses on generating COVID-19 projections for the globe by developing and conducting novel analysis to measure the COVID-19 pandemic. The primary purpose of this position is to ensure the timely production of high-quality estimates on a regular basis, in a way that maximizes efficiency and coordination across the team and enhances team morale. This individual needs to bring high intellectual agility and deft planning and organizational skills in order to push the team to meet high-pressure deadlines for research deliverables. The Project Officer is a key driver in the performance, quality, and efficiency required by the team to routinely produce high-quality, policy-relevant health indicators. This individual must excel at facilitating communication among technical and project staff with varying degrees of experience and from different disciplines.
This position is integral to IHME's progress on pandemics research projects and its production of deliverables such as interactive tools and data visualizations, scientific publications, policy-relevant estimates of health indicators, conference presentations, and materials for non-scientific audiences, such as policy briefings. The Project Officer will manage the results development, production, and dissemination workflow, including cross-cutting coordination between teams within IHME. The Project Officer will help facilitate the modeling of estimates and help to manage various analytic processes that are used to apply innovative analytic methods.

To succeed, the Project Officer must develop a sufficient understanding of the Pandemics team's intellectual and analytic approach, as well as the inner workings, timelines, and goals. They must also become familiar with the methods and modeling approaches used by the research team. Progress toward project goals and delivery on objectives is crucial to IHME's success at expanding the quantitative evidence base for population health. Overall, the Project Officer will be a critical member of an agile, dynamic team. This position is contingent upon project funding availability.

RESPONSIBILITIES:

Research command

• Develop a command of the intellectual material, and the relevant data, methods, analytic approaches, and results. The individual is expected to develop an astute understanding of the material presented in journal articles, policy reports, and presentations that result from the projects on which they work.
• Become thoroughly familiar with the details of complex interdisciplinary projects included in the Pandemic Team's portfolio, including their goals, objectives, and activities. As a knowledgeable resource on a project's intellectual substance, be integrally involved with all processes and key activities during the lifecycle of the project and be able to summarize the project's progress to internal and external audiences.
• Develop a command of the computational, diagnostic, and visualization needs of the portfolio and the associated competencies, skills, and resources required to achieve the research goals.

Project management

• Facilitate routine and timely development, production, and dissemination of results for complex projects involving cutting-edge quantitative data collation, analyses, and tools for dissemination.
• Turn intellectual agendas set by researchers into action plans that can be implemented effectively across multiple project participants to achieve demanding and time-sensitive project milestones. Confidently and effectively participate in project assignments with a solid grounding in project specifics and current status.
Track progress and manage coordination and communication across the team.
• Drive research forward by managing dynamic teams of researchers and professional staff. Monitor and assess adherence to data and code quality protocols among researchers, data professionals, and other staff; track progress against deadlines; and help resolve roadblocks.
• Expertly carry out communications, relationship building, and project management with faculty and senior leaders from governmental, non-profit, research, academic, and donor organizations to attain project goals and facilitate productive collaboration.
• Manage high-quality data collation, cleaning, and integration into the analytic process.
• Develop study protocols, process descriptions, and training materials to ensure efficient operations across the team.
• Coordinate needs and actions across multiple teams internally to ensure data access, analyses, and diagnostics are appropriately connected and undertaken efficiently to produce results in a timely manner.
• Facilitate routine analytic processes and modeling efforts to derive key indicators and estimates based upon set protocols and parameters.
• Monitor, report, and forecast workflow and deadlines through effective portfolio management.
• Coordinate implementation of research code and documentation versioning, improvements to code, and documentation of out-of-code processes.
• Facilitate creation of estimates documentation for the purpose of institutional knowledge sharing.

Supervisory/management

• Supervise Data Analysts, Data Specialists, and hourly employees (e.g., student assistants, temporary staff), to include providing timely feedback and priority-setting guidance to them, hiring, training, completing performance evaluations, and making recommendations for disciplinary action as needed.
• Mentor data professionals by providing guidance in the development of professional skills (e.g., time management, work organization, communication skills).
• Manage overall workflow of team in close collaboration with team lead and senior staff on projects. Develop overall work-plan timeline and task assignments.

General

• Interpret financial reports and budgets.
• Manage events and meetings, including logistical support and materials creation. Participate in internal or external trainings, as needed.
• Formulate effective strategies for motivating research teams and helping to ensure high achievement among all individuals on them.
• Perform additional duties as assigned that fall within the reasonable scope of this position as a member of the Pandemics team and of IHME overall.

MINIMUM REQUIREMENTS:

• Bachelor’s degree in social sciences, sciences, or related field plus three years’ related experience, or equivalent combination of education and experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

ADDITIONAL REQUIREMENTS:

• Must exhibit strong desire and ability to learn new intellectual content across different disciplines in a timely fashion.
• Previous experience supervising employees.
• Incumbent must be able to work independently, be flexible, and juggle competing priorities.
• Strong oral and written communication skills and relationship management skills are critical.
• Strong project management skills, including demonstrated ability to take multiple priorities and translate them into project completion through expert planning.
• Experience using MS Office suite required.
• Excellent interpersonal skills; a cooperative team player, energetic, and able to develop productive relationships with colleagues and external collaborators.
• Interest in global health research.
• Ability to thrive in a fast-paced, dynamic environment.
• A commitment to working to alongside others at IHME to illuminate the health impacts of systemic racism and to work within IHME to make our organization more diverse and inclusive. See IHME’s DEI statement HERE.

WORKING CONDITIONS:
• Evening and weekend work may be required.
• Office is located in Seattle, Washington. This position is eligible to work fully remote; work schedule between 8am and 6pm Pacific Time.
• This position is open to anyone authorized to work in the US. The UW is not able to sponsor visas for staff positions.
• The University of Washington requires students and personnel to be vaccinated against COVID-19. Under state regulations, individuals who are not fully vaccinated are required to wear masks while in all UW buildings and facilities. To learn more about the requirements, please review the following: https://www.washington.edu/coronavirus/vaccination-requirement/

Application Process:

The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Workforce Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select “Apply to this position”. Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your “My Jobs” page. If you select to take it later, it will appear on your “My Jobs” page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.
Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

**COVID-19 VACCINATION REQUIREMENT**

Governor Inslee's Proclamation 21-14.2 requires employees of higher education and healthcare institutions to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination. View the Final candidate guide to COVID-19 vaccination requirement webpage for information about the medical or religious exemption process for final candidates.

Apply for this job