



Science in Service
of Cities.

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Health Lab Title: Portfolio Director

Who We Are:

Persistent disparities in health outcomes across segments of the United States population and the soaring cost of health care have created an urgent need to improve the efficacy and efficiency of the nation's health care system. Our health care system remains compartmentalized and often fails vulnerable patients—particularly those with multiple chronic health problems—in addition to straining government resources. Health care reform has created exciting new opportunities in health care access and health care delivery, but policymakers and practitioners are still working to understand how it can sustainably and reliably improve health outcomes for underserved populations including the homeless, the elderly, and those in the criminal justice system.

The University of Chicago's Health Lab finds and tests promising programs and interventions in health by leveraging rigorous research methods such as randomized controlled trials, large datasets, and partnerships with government agencies and nonprofits. As a part of the Urban Labs, we focus on the social determinants of health to conduct applied research projects in health and at the intersections of health, homelessness and criminal justice. We also actively support the work of the Center for Health and the Social Sciences (CHeSS) at the University of Chicago, focusing on reducing healthcare costs and improving outcomes.

The Health Lab places a deep emphasis on partnership with city and state agencies. To date, we have active projects with the Illinois Department of Public Health, the Cook County Health and Hospital System, the Chicago Department of Public Health, the Cook County Sheriff's Office, the Chicago Fire Department, the Chicago Police Department, the Illinois Department of Human Services, and Chicago's Continuum of Care (All Chicago). Our goal is to rigorously answer questions that these agencies have about public health programs and policies in order to improve human life at scale. For examples of our work, please see: <http://urbanlabs.uchicago.edu/>

The Role:

The job uses best practices and knowledge of non-technical (not information technology nor construction related) projects from conception to completion.

Assembles teams and develops detailed work plans, schedules, project estimates, resource plans, and status reports while being the point of contact for those projects.

Responsibilities:

- Organize and execute a work plan for the portfolio that sets intermediate deadlines and identifies key milestones and critical interdependencies between workstreams
- Develop and manage Institutional Review Board protocols and data sharing agreements with various partners
- Manage the various grants that fund the projects (both federal and philanthropic), including monitoring the budget, writing and submitting grant reports, managing key stakeholder relationships when asked, ensuring compliance with data sharing agreements and legal requirements of the grant
- Contribute to, and be able to lead, the development of scientific content and research proposals. Work with the Senior Research Analysts and Principal Investigators to produce high quality deliverables
- Ensure that all portfolio milestones are achieved, including writing and submitting grant reports
- Manage up to 2-3 project staff, including part-time interns
- Support special projects and initiatives that help grow the consciousness of research staff on emergency response-related topics such as Lunch’N’Learns, documentary screenings, partner roundtables, etc.
- When needed, support the Executive Director and other leadership in building strategic partnerships and spearhead special projects and initiatives with government agencies, non-profit organizations and community organizations
- Is responsible for tracking progress, conducting analysis as well as preparing for and facilitating project meetings
- Acts as a resource for a project team and provides analytical guidance. Interprets complex project issues and provides analytical guidance to a project team
- Coordinates the successful integration of vendor tasks and tracks and reviews vendor deliverables
- Performs other related work as needed

Education

- Minimum education requirements include a college or university degree in

related field

- Prefer a bachelor's degree in public policy, social sciences, business, statistics, or a closely related field
- Prefer a master's degree or PhD

Experience:

- Minimum requirements include knowledge and skills developed through 5 – 7 years of work experience in a related job discipline
- Knowledge of the emergency response ecosystem in Chicago or another major city
- Prefer a minimum of ten years of full-time work experience in a professional setting, including at least three years of experience managing full-time employees. A combination of education and experience will be considered
- Prefer strong project management skills including demonstrated success navigating various stakeholder interests to produce a common goal. Knowledge of or experience working with high needs or vulnerable populations
- Prefer previous experience managing a quantitative research study and managing a federal research grant
- Prefer demonstrated ability to manage a large portfolio of projects with multiple partners

Preferred Competencies:

- Outstanding interpersonal skills and ability to develop and maintain positive relationships with a broad array of partners
- Expertise in all aspects of the research design, methods, and evaluation of research projects in the area of health policy or expertise in advanced statistics/machine learning/predictive analytics required.
- Ability to work independently in a fast-paced environment. Demonstrated ability to self-manage, work well within a team and manage across levels and units
- Being a self-starter and taking initiative to move projects forward
- Excellent written and verbal communication skills, with the ability to present complex ideas in a simple straightforward way
- Demonstrated ability to exercise sound judgement
- Demonstrated ability to work both independently and as part of a team

Page 4 of 5

- Understanding of research; ability to effectively communicate research and mixed-methods approaches to both technical partners and non-technical audiences
- Knowledge of urban policy, social policy, health policy and crime policy

To Apply: please submit a resume and cover letter to the University of Chicago's Workday system. When applying, the documents must be uploaded via the My Experience page, in the section titled Resume/CV of the application. To view this posting [click here](#).

Posting Statement:

The University of Chicago is an [Affirmative Action/Equal Opportunity/Disabled/Veterans Employer](#) and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. For additional information please see the [University's Notice of Nondiscrimination](#).

Staff Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-5800 or submit a request via [Applicant Inquiry Form](#).

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All offers of employment are contingent upon a background check that includes a review of conviction history. A conviction does not automatically preclude University employment. Rather, the University considers conviction information on a case-by-case basis and assesses the nature of the offense, the circumstances surrounding it, the proximity in time of the conviction, and its relevance to the position.

The University of Chicago's Annual Security & Fire Safety Report (Report) provides information about University offices and programs that provide safety support, crime and fire statistics, emergency response and communications plans, and other policies

and information. The Report can be accessed online at: <http://securityreport.uchicago.edu>. Paper copies of the Report are available, upon request, from the University of Chicago Police Department, 850 E. 61st Street, Chicago, IL 60637.