



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210
Gaithersburg, MD 20878-1409
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Job Ad – Science Management Analyst

The Scientific Consulting Group, Inc. is looking for a full-time Science Management Analyst to be based on-site at our client facility located in Bethesda, MD.

SCOPE

Under this task order, the contractor will independently provide support services to satisfy the overall operational objectives of the Office of Research on Women's Health. The primary objective is to provide services and deliverables through performance of support services.

TASKS/SERVICES. The contractor shall:

1. Develop detailed project plan(s) for scientific grants and policies
2. Coordinate project plan activities with scientific team members and others (s) as required
3. Update senior management on project progress, including assisting with analysis to support data-driven decision making.
4. Maintain up to date knowledge scientific grants and policies as necessary
5. Solicit input from project team members and provides feedback and recommendations to ORWH leadership regarding ongoing activities or issues
6. Identify and develop tractable metrics for data collection surrounding portfolio analysis
7. Manage data collection, analysis and tracking of action items
8. Remain knowledgeable of NIH data, data infrastructure, and information requirements
9. Actively participate in tactical and strategic planning efforts for tool development and process enhancements
10. Manage and oversee issue resolution discrepancies arising from stakeholders to assure issues or problems do not escalate apprise ORWH leadership regarding ongoing activities or issues
11. Manage risks and assure progress is made and identify to leadership issues and potential risks including missed or delayed deadlines
12. Manage an array of scientific projects and associated deliverables
13. Support trans-NIH meetings, collaboration, and knowledge exchange with other NIH entities for effective use of scientific resources and processes
14. Manage communication of multi-matrixed organization and processes
15. Organize meetings and writes about ORWH activities, as appropriate
16. Collaborate with ORWH staff in support of efforts to develop draft policies, strategies for implementation, and reporting
17. Provide training of project team members and all staff on ORWH SharePoint site and associated databases, NIH data infrastructure, with associated information requirements.
18. Create analytical tools, spreadsheets and graphs given criteria for development and outcomes.



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DELIVERABLES. Upon request, the contractor shall provide documentation evidence of any and/or all work product, including, but not limited to, the following tasks:

- Develop the business case that defines the problem/need to be addressed by the project and the reasons for project launch
- Develop project plans that define the vision and background of any given project and that defines scope, including boundaries, deliverables and requirements
- Provide analytical reports of product acceptance criteria when requested
- Provide written justification for any given project by performing analysis
- Upon request provide a written document that summarizes the project
- Develop the project schedule that defines time required for implementing the project, along with activity durations and milestones.
- Develop a communications management plan that explains how communications between ORWH and its stakeholders should be established and managed in regard to the project as needed
- Perform a post implementation review to confirm the project has reached its goals and objectives and that deliverables are produced
- Develop lessons learned reports as requested to document successful experience and practice of the project

CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED. The contractor must have:

- PhD in scientific discipline
- Knowledge and understanding of project management methodology
- Minimum of five (5) years of related expertise in biomedical, general science, and data science combination or concentration
- Knowledge of NIH procedures and policies
- Knowledge and understanding of science, grants and scientific funding processes
- Strong experience in grants management process
- Experience with scientific data collection and data systems of record
- Knowledge of NIH data, data infrastructure, and information requirements
- Experience in computer-based analysis with concentration in statistical / computer modeling and scientific portfolio analysis
- Experienced in identifying and managing risks
- Experience supporting trans-NIH knowledge and exchanges with other NIH entities for effective



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use of scientific, policy, research and communications outreach processes and tools

- Experience with Microsoft Office Suite (MS Word, Excel, Outlook, PowerPoint and MS Project)
- Experience with presentation management software (Shufflrr)
- Knowledge and understanding of Software, Application and System development cycles
- Knowledge of methods and techniques common to data science
- Ability to manage competing priorities
- Ability to engage and manage multiple stakeholders who may be more senior
- Skilled in time management
- Strong communications skills, both oral and written
- Knowledge of correct grammar, spelling, punctuation, capitalization and style
- Excellent analytical, organizational and time management skills

Interested candidates should submit resumes and cover letter.

SCG is committed to the principle of equal employment opportunity for all applicants and employees and to providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, qualifications, and merit without regard to any status protected by laws and regulations. SCG offers competitive compensation and an attractive benefits package.