



# The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210  
Gaithersburg, MD 20878-1409  
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## Job Ad – Senior Scientific Program Analyst @ ORWH

### Job Description

Consulting firm in Gaithersburg, MD seeks a Senior Scientific Program Analyst.

### 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 (ORWH). The primary objective is to provide services and deliverables through performance of support services.

### TASKS/SERVICES. The contractor shall:

- Provide expert input to ORWH on rheumatology, immunology, autoimmune diseases and women's health and sex and gender influences in health and diseases for the research continuum from basic science, through translation, and to clinical and applied biomedicine.
- Provide program management support to ORWH on scientific projects and associated deliverables.
- Support NIH-wide meetings, collaboration, and knowledge exchange with other NIH entities for effective use of scientific (but non-budgetary) resources and processes.
- Contribute scientific knowledge to inform ORWH and NIH staff on rheumatology, immunology, autoimmune diseases and sex and gender influences in health and disease relevant to NIH strategic and research plans for women's health.
- Serve as the program analyst for select ORWH programs. Assist ORWH IC Program Liaisons to manage a Working Group of NIH programmatic leaders. Organize meetings, set agendas, and track action items. Help federal staff establish a budget and help draft detailed implementation plans, which describe the goals and proposed activities of the program over the life cycle of the program. In consultation with the ORWH program leaders and IC Program Coordinators, communicate with extramural scientists and ascertain data from NIH resources to collect data, analyze outcomes, and monitor the progress of programs. Draft Annual Progress Reports for ORWH leadership. Participate in and/or manage sub-committees of the NIH-wide Working Group.
- Work with ORWH leadership to coordinate the functions of the ORWH Program Team, including organizing team meetings, producing summaries, performing portfolio analyses, creating presentations, managing documents, and following up on action items. Assist Program Team with obtaining approval for travel, training, and conference requests, including grantee meetings.
- Manage the logistics of ORWH-sponsored conferences and workshops. Identify potential venues and services required. Help establish the agenda, communicate with invitees, prepare conference materials, and coordinate all other logistics. Create meeting summaries and reports.
- Provide support to the ORWH Program Team during the drafting and approval of Funding Opportunity Announcements.
- Help organize and execute the administrative reviews of the ORWH strategic research program and other internal application review processes.
- Work with ORWH evaluation and programmatic staff to track metrics of ORWH programs and assist with evaluations and data calls.
- Provide additional management support to ORWH leadership and Program teams, including:
  - Coordinate the day-to-day team operations, including, but not limited to problem and conflict



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- resolution, organization and prioritizations of tasks; respond to written communications.
- Update and maintain staff calendars; ensure that staff have information necessary to attend meetings; coordinate all meeting materials and provide to the staff prior to the meeting.
- Set up and coordinate remote and live meetings and events for the office; query for attendees' schedules; reserve conference space; ensure that room, WebEx and other communication applications (i.e., Zoom, Skype, Teams), and/or conference line is set up correctly and all materials are available for the meeting; make name badges, sign-in sheets and other ways to account for attendance; take meeting notes and document major meeting findings or actions; provide meeting minutes within one week after the meeting occurs.
- Ensure that team policies and procedures are updated and posted on the intranet.
- Maintain the team shared drive, MS Teams Channels, and common team calendars.
- Maintain files according to the ORWH internal policies and principles.
- Create spreadsheets, word documents, slides and other documents for the team.
- Ensure successful execution of projects and provide updates on project progress to leadership; ensure that projects timelines are tracked to stay on task and reaches their goals and objectives.
- Develop detailed project plan(s) and apply project management principles to implement projects.
- Identify issues, concerns and potential risks for leadership that may impact project progress (e.g., missed or delayed deadlines).
- Draft lessons learned reports, as requested, to document successful experience and practice of the project.
- Coordinate with and act as back up to other program specialists and analysts.

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

- Create a curated listing of subject matter experts in rheumatology, immunology, and autoimmune diseases
- Identify to ORWH program teams, new and previously published scientific research and reports relevant to the goals of ORWH meeting specified criteria and provide abstracted relevant content.
- Provide analytical reports, written summaries, and slide presentations
- Work products and documents related to maintaining staff calendars, meetings, agendas; producing summaries, creating presentations, managing documents, and tracking action items; researching budget components and helping draft detailed implementation plans, communicating with a variety of ORWH stakeholders, drafting progress reports, and managing committees of larger Working Groups.
- Work products and documents related to managing the logistics and proceedings of ORWH-sponsored conferences and workshops
- Work products and documents related to preparing documents, including office correspondence, SOPs, the analysis of projects and associated work assignments; project plans and milestones; project deliverables and requirements; weekly accomplishments reports; lessons learned reports.
- Work products and documents related to funding opportunity announcements and assisting with the coordination of peer review or objective review, and tracking and evaluating program outcomes and data.



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

- Minimum of ten (10) years of related expertise in medicine, biomedical, general science, and data science combination or concentration
- MD or MD & PhD in scientific discipline
- Knowledge and understanding of rheumatology, immunology, and/or autoimmune diseases as demonstrated by resume
- Knowledge and understanding of women's health and research as demonstrated by resume
- PMP desired
- Knowledge of NIH policies, procedures and policies as demonstrated by resume.
- Knowledge of NIH data, data infrastructure, and information requirements
- Knowledge and understanding of science, grants and scientific funding processes as demonstrated by resume
- Experience with scientific data collection and data systems of record
- Experience supporting trans-NIH knowledge and exchanges with other NIH entities for effective use of scientific, policy, research and communications outreach processes and tools
- 5+ years experience in managing competing priorities
- 5+ years experience engaging and communicating with multiple stakeholders who may be more senior and from a variety of sectors
- Outcomes oriented, as demonstrated through prior work
- 5+ years experience in identifying and managing risks
- 5+ experience in working in interdisciplinary collaborations or multi-sector environments as demonstrated by resume
- Ability to work with other physicians or scientists on complex issues and co-morbidities as demonstrated by resume.
- Expert level proficiency with Microsoft Office Suite (MS Word, Excel, Outlook, Power-Point and MS Project)
- Strong communications skills, both oral and written, as demonstrated by resume.
- Demonstrated experience in using correct grammar, spelling, punctuation, capitalization and style, based on writing samples.
- Excellent analytical, organizational, interpersonal and time management skills, as evidenced through resume.

Interested candidates should submit resume and cover letter.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.