

POLICY AND RESEARCH OFFICER

Job Description

The New York State Health Foundation (NYSHealth) seeks a Policy and Research (P&R) Officer to conceive and conduct research and analytics that inform health and health care issues in New York State.

NYSHealth Background:

The New York State Health Foundation (NYSHealth) is a private foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately \$300 million in assets, a \$15 million annual grants and operations budget, and a staff of 22.

The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates its initiatives in two strategic priority areas: Empowering Health Care Consumers and Building Healthy Communities. NYSHealth also engages in responsive grantmaking through a Special Projects Fund and maintains a special interest in veterans' health.

Position Overview:

The P&R Officer will strengthen the capacity within NYSHealth to conduct research and analytics supporting progress toward the Foundation's programmatic goals. This includes identifying and tracking key New York State and local, as well as federal policy initiatives that are relevant to the Foundation's work, as well as conducting background research on the extent of the problems and potential solutions. S/he will contribute to identifying ways in which the Foundation can align with or respond to those policy developments and help inform the Foundation's strategic plans.

The P&R Officer, in consultation with the Director of Policy and Research, will generate ideas for and conduct quantitative and qualitative research projects. S/he will analyze data and other materials and author issue briefs, data briefs, white papers, or other publications relevant to the Foundation's priorities. It is expected that the portfolio of projects that the P&R Officer will work on at any point in time will span a diverse array of public health and health care delivery system issues. While many of the projects are likely to be responsive to short-term needs, it can also be expected that the P&R Officer will be working on larger scale projects with longer durations. Many of these projects are also likely to include complex data and advanced analytics.

The P&R Officer must be able to work collaboratively and productively with the Foundation's program staff. The P&R officer will also work with the Foundation's communications staff to

prepare reports for external publication, create documents for the NYSHHealth website, prepare materials for NYSHHealth-sponsored convenings, and help operationalize more advanced data visualizations.

This position reports to the Director of Policy and Research. As a member of a small team, this position offers an excellent opportunity to be involved in a wide range of research projects informing policy issues at the national, state, and local levels. NYSHHealth is committed to mentoring and providing learning opportunities.

Responsibilities:

The Policy and Research Officer will be responsible for:

- Identifying new research ideas, including developing research designs.
- Conducting and/or overseeing assessments and background research to track policy developments and help determine how NYSHHealth should respond to emerging issues.
- Conducting and/or overseeing statistical analyses using software tools such as SAS.
- Writing publications for the NYSHHealth website, including fact sheets, issue briefs, data briefs, infographics, blog posts, and reports, as well as drafting components of peer-reviewed publications.
- Drafting presentations summarizing policy issues and original NYSHHealth research.
- Briefing NYSHHealth staff on research-related projects.
- Working with the communications team to help build an external-facing presence for NYSHHealth research projects.
- Attending and taking detailed notes at internal and external meetings and conferences.
- Managing the development of a system for identifying and tracking timely policy issues pertinent to New York State public health and health care delivery systems.
- Possible supervision of other staff depending on the level of experience.
- Performing other duties as assigned.

Required Experience and Qualifications:

Prior academic and/or work experience should demonstrate the ability to understand and synthesize complicated health policy issues, manage projects from start to finish, produce written analytic products, and show an affinity for working with data and statistics.

Other qualifications include:

- A graduate degree in Public Policy, Health Economics, Health Services Research, or a related field is required. A Ph.D. is preferred.
- 3–5 years of relevant work experience as a policy analyst/researcher within a health-oriented research/policy organization, a government agency, think-tank, foundation, or consulting firm.
- Understanding of New York State health policy issues and familiarity with the policy-making processes at the State and local levels.

- Excellent data analysis capabilities, including experience with statistical programming software such as SAS and with using large and varied datasets such as Census data (American Community Survey), County Health Rankings, BRFSS, NHIS, MEPS, SPARCS, and claims data.
- Experience writing memos, reports and peer-reviewed journal manuscripts.
- Instinct for conceiving and conducting policy-relevant and actionable research.
- Exceptional communication skills—both written and oral—and the ability to translate research into policy-relevant and actionable messages.
- Superb project management and organizational skills, including attention to detail and the ability to multi-task.
- Ability to lead small teams and to complete tasks with limited oversight and supervision.
- Ability to interact with high-level individuals and organizations.
- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, consultants, and others who contribute to program development and management. Can work independently and as part of a team, and welcomes opportunities to work across diverse cultures.
- Demonstrated maturity and seasoned judgment. Ability to make decisions and justify recommendations.

Application Process:

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications.

Send résumé, statement of interest, and salary expectations to HR@nyshealth.org and include “Policy and Research Officer” in the subject line.

The New York State Health Foundation is an equal opportunity employer and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.