



## Career Opportunity: Senior Analyst

### Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health.

### Position Overview

The Senior Analyst brings knowledge of and experience in applied research and applies that knowledge to lead the successful design, execution and management of applied research projects in the context of NICHQ's improvement work. The Senior Analyst may provide additional research consulting services for additional projects and assist in elevating NICHQ's standing in the scientific community by driving strategic planning for publications and conference presentations. S/he works closely and collaboratively with the Senior Director of Programs, Research and Evaluation, project leads, Quality Improvement Advisors, expert faculty members, funders, and project teams to design and execute applied research work that provides high-quality, relevant data and recommendations across the lifecycle of projects. The Senior Analyst plays an integral and leadership role on NICHQ's Applied Research and Evaluation team, guiding the department's work (under the supervision of the Senior Director of Programs, Research, and Evaluation) in his/her area of expertise as well as in the team's work to capture, develop, and spread innovative approaches.

### Summary

**Career Level:** Experienced

**Status:** Full-Time, Employee

**Education:** Master's degree required; doctoral degree in relevant discipline preferred

**Reports to:** Director of Applied Research and Evaluation

**Salary:** Commensurate with experience

### Responsibilities

- Leads applied research initiatives (either within large projects or as the project focus)
  - Works independently, capable of making independent decisions
  - Possesses advanced insight and skills in client management, proposal development, and budgeting
  - Synthesizes information into usable formats
  - Exhibits strong understanding of NICHQ project goals, aims, methods, products, and tools
  - Identifies and appropriately brings complex project insights, concerns, and potential solutions in a timely manner to project lead and collaborates with same to implement solutions
  - May be responsible for the supervision and development of individuals working in applied research and evaluation

- May develop mentor relationships with team members from throughout the organization Supervises project-specific contracting with consultants, faculty and organizational subcontractors as appropriate
  - Demonstrates strong understanding of the Model for Improvement or other improvement science methods
  - Contributes to cross project sharing, learning and consistent integration of organizational support functions (e.g., programs, evaluation, communications, business development)
- Represents the Applied Research and Evaluation team on projects in a collaborative and supportive manner
- Designs and leads execution of applied research/evaluation project activities across all phases, including, as relevant:
  - Planning
    - Leads the execution of environmental scans and literature reviews
    - Drives development of research/evaluation plan and data collection instruments
    - When leading a project, ensures internal accountability and project success in meeting project aims and deliverables and alignment with overall project plan. When working with a project lead in Programs, collaborates on these responsibilities
    - Responsible for securing human subjects' approval, as appropriate
  - Data collection and management leads implementation of:
    - Administration of surveys, interviews, focus groups, and other activities with research participants
    - Developing and managing various surveys and databases
  - Data analysis
    - Leads all data analyses within his/her project, including as appropriate: 1) developing processes/systems for data entry and cleaning prior to analysis; 2) conducting quantitative analyses using SPSS, SAS, R, or other statistical software; and 3) conducting qualitative data analyses
    - Based on project needs and area of expertise, provides consultation to other projects on statistical analysis techniques (e.g., sampling, random assignment, application scoring and weighting) or qualitative research techniques (e.g., focus groups, content analysis, ethnography)
  - Reporting and dissemination
    - Oversees development of written summaries in multiple formats (e.g., documents, slide sets) using statistical, narrative and graphic components as appropriate
    - Reviews abstracts for and represents NICHQ as a member of the applied research and evaluation team at professional conferences
    - Oversees development of manuscripts for peer-reviewed publication
    - Provides consultation to project teams in their development of reports and other materials that include research or evaluation data
- Participates in other activities of the applied research and evaluation team as needed, including to: 1) capture, develop, and spread innovative approaches; 2) build capacity of NICHQ's staff in applied research, evaluation, and data presentation skills; and 3) elevate NICHQ's standing in the scientific community—including applied research and improvement science--across a broad range of venues.
- Contributes to organizational work with NICHQ and partners nationwide to build organizational capacity, innovative methods, and technical assistance approaches regarding data and/or data systems for improvement science and collaborative innovation in child health.

## Qualifications and Characteristics

- Doctoral or master's degree in relevant field (e.g., public health, program evaluation, social science); at least 3 years' work experience in a health services, social science, or clinical research setting doing qualitative and/or quantitative research
- Proficient in supervising and conducting all phases of research as described
- Superb computer skills including Microsoft Office products and database management; adept at learning new technologies quickly
- Past success and a desire to continue as a manager of people
- Ability to manage multiple projects and meet deadlines with minimal support from supervisor
- Excellent communications skills including oral and written presentation and facilitation, in service of developing and maintaining internal and funder/partner relationships and producing reports suitable for academic and/or public sector audience;
- Creative, strategic thinker who optimizes systems and resources
- Ability to quickly implement plans/structure for accomplishing work
- Results-oriented team player
- Experience adapting to change
- Detail-oriented
- "Achiever" who takes initiative
- Willing to embrace and actively support NICHQ's organizational values: agile, bold, productive, fun, honest, learn and share, recognition, respect, teamwork, visionary.

## Salary and Benefits

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid time off and holidays, and commuter benefits.

## To Apply

To apply for this employment opportunity, please complete and submit an online application at [NICHQ.org](https://www.nichq.org). If you have any trouble accessing the application form, please email [careers@nichq.org](mailto:careers@nichq.org).

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