



Job Description

Job Title:	Research Associate, Manager, or Director title series
Manager Title:	Chief Science Officer
FLSA Classification:	Exempt
Department:	Research
Updated as of Date:	May 2024

To Apply

Applicants are asked to send in a **cover letter** including rationale for position fit and any experience in working with the National Pharmaceutical Council (NPC) or its collaborators as well as the desired job title (e.g. Research Associate, Manager, Associate through Senior Director) **and resume/CV** to: researchteam@npcnow.org with the subject line: **Research Team Position**. Applicants who fail to follow these instructions will not be reviewed. Applications will be reviewed on a rolling basis.

Job Summary

The research team member (flexible title based on experience - Research Associate, Manager, or Director series titles) is responsible for a range of areas within the development, implementation, delivery, and communication of NPC's research portfolio of conceptual health policy and health outcomes projects. The role must understand the evolving healthcare environment and be able to assist in the identification of relevant research projects, contributing to and potentially managing aspects of multiple projects, ensuring appropriate research methods are implemented, collaborating with research partners, and ensuring the delivery of quality, policy-relevant research. Currently, the NPC Research Team conducts their primary responsibilities from their respective home offices and convenes in-person meetings during research conferences and NPC quarterly board meetings. NPC headquarters is based in the heart of Washington, DC.

This position requires the following attributes:

- *Strategic Thinking.* Understands the current and evolving environment, stresses on the health care system, and challenges facing the pharmaceutical industry. Can identify areas of research to address these topics in a way that advances the dialogue.
- *Ability to Make Complex Decisions.* Can solve even the toughest and most complex of problems; can interpret implications from available data and forecast potential downstream implications; adds personal wisdom and experience to come to the best conclusion and solution, given the situation; uses multiple problem-solving tools and techniques.
- *Keeping on Point.* Can quickly separate the mission-critical from the nice to-dos and the trivials; quickly senses what's the next most useful thing to work on after learning from others at NPC; focuses on the critical few tasks that really add value and puts aside or delays the rest.
- *Getting Organized.* Is well organized, resourceful, and good at planning; effective and efficient at marshaling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; is efficient and timely; can work on multiple tasks at once without losing track; foresees and plans around obstacles.
- *Focusing on Action and Outcomes.* Attacks mission-critical activities through good research and with drive and energy toward the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything s/he starts.
- *Flexible.* Able to lead change through example in a rapidly changing environment.
- *Accountable.* Takes responsibility for actions, personal and team performance, project timelines and deliverables.
- *Communicating Effectively.* Listens, writes, and presents effectively; adjusts and effectively conveys a message to fit the audience.
- *Being Open and Receptive.* At ease and relaxed; easy to talk to and get to know; listens attentively; has a

positive attitude and sense of humor, and deals calmly with stress.

Essential Job Responsibilities

To perform this job successfully, each essential job responsibility must be performed satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform essential job responsibilities. Other responsibilities may be assigned to meet business needs.

For all job titles:

- Making significant contributions to research projects, issue analysis and deliverables
- Analyzing, visualizing, and summarizing research results for communication to external stakeholders, including data management and interpretation from primary and secondary sources.
- Working closely/effectively with the Chief Science Officer and other members of the research team on key initiatives and working cross-functionally with all team members to advance NPC's research, education, and partnerships.
- Participating in professional working groups, professional societies, and other organizations (e.g., ICER, PhRMA, BIO) reflecting NPC and member perspectives.
- Communicating NPC's research and key messages to external audiences, including public speaking in relevant scientific and health policy settings.
- Identifying opportunities and working with other NPC staff to streamline and improve NPC processes including Research Work Group, member engagement, and research conduct. Able to proactively identify when additional resources may be needed to accomplish objectives.

For Manager and Director series job titles:

- Drafting peer-review papers, white papers, and presentations on NPC research results and health policy issues that relate to our objectives, for both technical and non-technical audiences.
- Working with other executive staff in managing cross-functional organizational issues.
- Monitoring the external environment and anticipating opportunities for research to inform upcoming or ongoing health policy debates, internal NPC policies, and when appropriate, NPC member companies.
- Proactively identifying and developing partnerships with external researchers, third-party stakeholders, public and private health policy experts, and member pharmaceutical companies.

For Director series job titles:

- Leading peer-review papers, white papers, and presentations on NPC research results and health policy issues that relate to our objectives, for both technical and non-technical audiences.
- Overseeing the framing of a portfolio of projects (internal and eventually, involving external partners); identifying new areas for conceptual and health policy research; conducting, managing, and delivering aspects of individual projects with high quality; and conveying research results to public and private policymakers with support from senior researchers. Research projects may include projects with greater complexity, risk, or external visibility.
- Convening and engaging Research Work Group and/or smaller groups of advisors among our members to identify and prioritize project opportunities within a portfolio of projects.

Requirements: The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required to successfully perform the job.

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint, and Teams)

- Skilled in statistical data analysis and possesses the ability to find insights in data quickly and efficiently
- Ability to design, manage, and analyze cleaned data within the scope of NPC research
- Excellent written and oral communication skills
- Ability to translate complex methodological details for broader audiences
- Exceptional interpersonal and communication skills, a focused listener
- Exhibits a positive attitude and professional demeanor
- Exhibits a high degree of personal initiative; accomplishes tasks with self-direction
- Exceptional organizational skills and detail orientation
- Ability to follow schedules and meet deadlines while juggling competing tasks, demands, and budget constraints
- Ability to establish priorities and manage multiple initiatives simultaneously
- Ability to work in a collaborative environment with internal and external stakeholders
- Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards
- Ability to anticipate challenges and effectively resolve conflict by identifying opportunities
- Strong customer service orientation: ability to develop rapport and engender trust

Education and Experience:

- Master’s degree or equivalent, required; doctoral degree in a relevant field such as health policy, economic, epidemiology or health services research, preferred for director series titles
- Demonstrated expertise in health outcomes or health care policy research, required
- Knowledge and understanding of the health care environment (reimbursement, delivery systems, big data, public and private payer policies) and the implications for the pharmaceutical industry, required
- Record of peer-review publication or public presentations, preferred (required for manager or director series titles)

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit or stand in a stationary position (i.e., at a desk) for extended periods
- Move or traverse the office space
- Operate computer and other office equipment.
- Communicate and exchange information

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

Travel: up to 20%

This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. NPC has the right to revise this job description at any time. NPC is an “at-will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and NPC.