

**Department of Health and Human Services  
National Institutes of Health  
National Institute of Diabetes and Digestive and Kidney Diseases  
Bethesda, MD**

**Chief of the Data Systems Group and Deputy Director, Division of Digestive Diseases & Nutrition**

The position of Chief of the Data Systems Group and Deputy Director will coordinate and direct the development and customization of new data systems and help optimize enterprise informatics platforms for the Division of Digestive Diseases and Nutrition (DDDN), National Institute of Diabetes, Digestive and Kidney Diseases (NIDDK). The incumbent will serve in a leadership position as Deputy Director, DDDN reporting to the Director, DDDN and as part of the senior leadership team of NIDDK.

DDDN is one of three extramural program divisions in NIDDK. The mission of the division is broad and includes 5 scientific areas: the alimentary digestive system, hepatobiliary system, exocrine pancreas, obesity and nutrition. The mission of the Data Systems Group is to develop and implement new approaches to meeting the needs of DDDN for data support of all aspects of program grants, contracts and cooperative agreement activities, including innovative portfolio analyses, end to end solutions for awards, development of NIDDK custom approaches to initiative development, budgeting and implementation and support of program officials to implement NIH's mission for advanced data oversight policies.

This new position will be tasked with coordinating and overseeing evaluation of supportive data systems and serve as the divisional liaison to work with the other divisions and offices of extramural NIDDK to develop plans to achieve maximal data and workflow integration across NIDDK. This position is critical for assuring that DDDN and NIDDK continues to develop data and analytic tools both for optimal stewardship of Congressional appropriations and DDDN workforce analysis and management. The position requires comprehensive knowledge and experience in NIH policies and procedures for grants programs; supervisory training and experience is also a prerequisite for the position. Furthermore, the position entails NIDDK-wide scientific and executive management requirements for a large, complex program of basic, translational and clinical research, and the line of authority of this position includes direct co-management of DDDN operations with the Division Director and frequent interaction with Top 5 Executives in NIDDK as a member of the senior staff.

The incumbent will provide strategic direction and oversight for developing, directing, and implementing critical DDDN/NIDDK data systems processes including:

- a. Scientific initiative planning and prioritization, founded in current and emerging portfolio analysis tools and that relies on the recently implemented Initiative Tracking System (ITS), a data system developed within NIDDK that integrates with existing NIH systems and uses an open source platform (.NET) and relational database system (MySQL). ITS is still under development and the incumbent will serve as DDDN's leading expert or leading authority in continued platform development and expansion of ITS to incorporate functions currently operating in isolation
- b. Serves on the NIH-wide working group responsible for implementation of the forthcoming Data Management and Sharing (DMS) Policy; the incumbent will play a critical and central role in defining programmatic evaluation and enforcement of DMS Policy. This position will also serve as the lead DMS Policy contact for DDDN and will direct the implementation and communicate changes to the Policy across NIDDK extramural Divisions and support DDDN program staff with issues in grant

applications and awards relating to DMS Policy. The Office of Extramural Research is assembling a new combined EPMC and PLC to address policy and implementation issues for the new data management and sharing policies of NIH. The incumbent will serve as the NIDDK and PLC representative on this new committee

- c. Serve as DDDN lead on a nascent NIDDK working group (NIDDK Data Science and Data Management Working group) that will address data management issues across the IC (both for internal operations as well as data management for funded investigators/awards). Provide strategic direction in customizing existing data systems and software for NIDDK-specific applications relating to eRA-based award life cycle.
- d. Serve as DDDN champion for dkNET, a web portal developed and supported by NIDDK to facilitate searches for research resources include reagents, organisms, software tools, databases and services.
- e. Oversee the generation and management of large data sets in support of NIDDK/DDDN Council activities, including coordination with NIDDK's Division of Extramural Activities, the division broadly responsible for operation of NIDDK's Advisory Council.
- f. Directs the creation and management of data to support both NIDDK strategic planning and DDDN-specific strategic planning and implementation.
- g. Provides leadership and supervision for optimizing/developing data systems to support DDDN workforce activity, workload assignments and workload balancing, and ePMAP evaluations.
- h. Section 440A of Public Law 94-562 in 1976 created the Digestive Diseases Coordinating Committee (DDCC) for the purpose of coordinating the digestive disease-related research activities of relevant Federal health agencies into a coordinated program aimed at combating digestive diseases. The committee was reauthorized and renamed the Digestive Diseases Interagency Coordinating committee in 1986. The DDICC is chaired by the DDDN Director with extensive support provided by the Deputy Director, DDDN. This position will facilitate the coordination of information, including quantitative metrics and portfolio analyses as well as data input from partnering Federal Agencies/Departments, including CDC, FDA, CMS, AHRQ, USDA, DoD, and the VA, for all current and future DDICC meetings.
- i. Provides oversight of the data analysis support for NIDDK's Office of Obesity Research (OOR), which coordinates obesity research and initiative development across NIDDK's extramural programmatic Divisions and the NIH Obesity Research Task Force.
- j. Oversees the coordination of DDDN/NIDDK stakeholder data requests with appropriate NIDDK OD offices including the newly formed Biostatistics Program Office (BPO), the Office of Scientific Program and Policy Analysis (OSPPA), the Office of Research Evaluation and Operations (OREO), and the Office of Communications and Public Liaison (OCPL). Examples of typical stakeholder requests requiring in-depth data analyses include Congressional reports, Research, Condition, and Disease Categorization (RCDC), and NIDDK's annual report entitled 'Recent Advances & Emerging Opportunities' (a.k.a. FebDoc).
- k. Advise NIDDK program staff and leadership on policies and procedures relating to NIH enterprise data systems.
- l. Leads and directs the development of new data systems training tools for onboarding and continuing education of DDDN program staff (e.g. to comply with future Data Management and Sharing Policy requirements).

The Deputy Director position will supervise three senior program analyst FTEs with experience in data systems usage. In addition, the Deputy Director, is responsible for setting scientific priorities, developing strategic plans, prioritizing funds allocation, formulating new scientific initiatives, and evaluation of ongoing scientific initiatives in basic, translational, and clinical research using multiple, integrated NIH

enterprise data systems including the eRA-based platforms QVR, ECB, PMM, Pay Plan Module, FACTS, FCOI, FOAM, HSS, RCDC, SPIRES, and xTrain. The Deputy Director position requires significant scientific expertise in the 5 unique mission areas of DDDN, and as needed, the Deputy Director serves as the acting Director during absences of the Director.

**LOCATION:** Bethesda, MD

**REQUIRED QUALIFICATIONS:** Applicants must possess an Ph.D. or equivalent degree The candidate should be a strong communicator with the ability to work collaboratively to solve problems and to make informed decisions.

**SALARY/BENEFITS:** Salary is competitive and will be commensurate with the qualifications and experience of the candidate. Full Federal benefits will be provided, including retirement, health and life insurance, long-term care insurance, leave, and a Thrift Savings Plan (401K equivalent). A recruitment or relocation bonus may be available, and relocation expenses may be paid.

**EQUAL OPPORTUNITY EMPLOYMENT:** Selection for this position will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, disability, age, or membership or non-membership in an employee organization. The NIH encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

**STANDARDS OF CONDUCT/FINANCIAL DISCLOSURE:** The NIH inspires public confidence in our science by maintaining high ethical principles. NIH employees are subject to Federal government-wide regulations and statutes, as well as agency-specific regulations described at <http://ethics.od.nih.gov/default.htm>. We encourage applicants to review this information. The position is subject to a background investigation and requires the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.

**FOREIGN EDUCATION:** Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited education institutions in the United States. **We will only accept the completed foreign education evaluation.** For more information on foreign education verification, visit the National Association of Credential Evaluation Services (NACES) website. **Verification must be received prior to the effective date of the appointment.**

**REASONABLE ACCOMMODATION:** NIH provides reasonable accommodations to applicants with disabilities. If you require reasonable accommodations during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**HOW TO APPLY:** Interested candidates should submit a curriculum vitae and bibliography, and full contact information for three references. Application packages should be sent via e-mail to Katie Tucker – [Katie.tucker@nih.gov](mailto:Katie.tucker@nih.gov).

**Review of applications will begin on or about November 5, 2021, but applications will be accepted until the position is filled.**

DO NOT INCLUDE YOUR BIRTH DATE OR SOCIAL SECURITY NUMBER ON APPLICATION MATERIALS.

*DHHS and NIH are Equal Opportunity Employers and encourage application from women and minorities.*