

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

Senior Advisor on Innovation and Biomedical Product Assessment, Deputy Director, Division of  
Extramural Activities

The position combines responsibilities of Deputy Director, Division of Extramural Activities (DEA), NIDDK and Senior Advisor on Innovation and Biomedical Product Assessment to the NIDDK Director. The incumbent reports to the Director, DEA and ultimately to the Director, NIDDK.

In addition to regular operations management, planning, policy oversight, and problem solving associated with responsibilities of the DEA Deputy Director, as Senior Advisor on Innovation and Biomedical Product Assessment the incumbent will develop strategies for targeted biomedical product assessment investments focused on generating synergies with ongoing grant programs and/or opening key lines of scientific/technical progress within the mission of NIDDK. This will involve coordination and collaboration within and between NIDDK, NIH, HHS, and other federal agencies with mission relevance to NIDDK.

DEA is one of four extramural divisions within the NIDDK. DEA is responsible for key extramural program processes and functions including 1) Coordinating the receipt, referral, and scientific review of extramural research before funding; 2) The publication of Funding Opportunity Announcements in the NIH Guide for Grants and Contracts; 3) The processing of awards for grants, cooperative agreements, and contracts; 4) Performing quantitative and qualitative data analyses and evaluations on behalf of NIDDK's scientific program divisions and the NIDDK Office of the Director; 5) Providing leadership and advice in developing, implementing, and coordinating extramural programs and policies within the NIDDK; and 6) Coordinating the Institute's committee management activities and meetings of the National Diabetes and Digestive and Kidney Diseases Advisory Council. Many of these activities have requirements and strictures that are established in statute, regulation, and/or HHS/NIH policy and guidelines.

In collaboration with the DEA Director, the DEA Deputy Director fully participates in 1) administering, developing, and evaluating DEA's programs/operations, and 2) directing, overseeing, and evaluating DEA's ongoing activities through subordinate supervisors, project leaders, and program specialists.

- The incumbent will advise on and manage science policy and program activities related to extramural administrative and scientific initiatives.
- The position will directly supervise two employees. The Deputy Director supervises the Committee Management Officer and directly oversees the activities of the CMO and supervises the DEA Program Specialist whose responsibilities include NIDDK Advisory Council support, general administrative support to the DEA Director/Deputy, and cross divisional support assignments.
- The Deputy Director is the chief program and operations coordinator for the Division. Each unit within DEA has its own operations budget that is managed by the component with oversight by the Deputy Director, DEA. The incumbent will share full responsibility in planning, coordinating, and managing all NIDDK DEA activities and programs. NIDDK DEA staff currently includes approximately 65 FTEs.

- The incumbent will help lead DEA's continually evolving efforts to assure a strong scientific workforce (both internal and external) for the future that is prepared to carry forward the mission of NIDDK. The incumbent will be responsible for NIDDK DEA internal workforce development, including analysis of workforce needs, development of new positions, recruiting, onboarding of new staff, training and mentoring, performance evaluation, and recognition programs. The incumbent is responsible for maintaining a productive work environment and meeting all EEO workplace diversity, staff professional education and monitoring objectives of the NIH.

As the Senior Advisor on Innovation and Biomedical Product Assessment to the Director, the incumbent will provide expert advice and leadership on Small Business Innovation Research/Small business Technology Transfer Research (SBIR/STTR) and Prize/Challenge activities to develop relevant and innovative biomedical products in areas that will advance NIDDK's mission to conduct and support medical research and research training and to disseminate science-based information on diabetes and other endocrine and metabolic diseases; digestive diseases, nutritional disorders, and obesity; and kidney, urologic, and hematologic diseases, to improve people's health and quality of life. The Senior Advisor on Innovation and Biomedical Product Assessment provides leadership to NIDDK in the following areas:

- Leads NIDDK Small Business and Prize/Challenge initiatives, by, in part, coordinating and collaborating across NIDDK, NIH, HHS, and other federal agencies to develop novel biomedical products and to reduce or eliminate technology development issues.
- Serves as the Institute Prize/Challenge Manager. In this role the incumbent identifies and implements opportunities to use the Prize/Challenge award mechanism for strategic investments in the NIDDK mission. A Prize is a cash or non-cash winning paid out or otherwise conferred to the winner(s) of a Challenge, which is any contest or prize competition conducted pursuant to the America COMPETES Act in where such prize(s) is offered to a winning participant(s) and success depends on meeting the established criteria for award. The NIDDK Prize Challenge/Manager collaborates with the NIH and federal Prize/Challenge community to identify best-practices and potential opportunities that help further the NIDDK mission, provides advice to the NIDDK Director, and executes decisions in this area.
- Provides expert advice to the NIDDK Director on the status of the \$72M NIDDK SBIR/STTR programs. Directs the coordination and management of the NIDDK SBIR/STTR programs with the NIDDK SBIR/STTR liaison and operations committee. Directs the coordination and oversight of the NIDDK SBIR/STTR administrative resources.
- Identifies opportunities to strategically enhance NIDDK's ability to manage its SBIR/STTR programs, increase the diversity of the portfolio, and enhance communication of the outcomes and outputs of the program to leadership and the public. The incumbent recommends and executes strategies to maximize return on investment in the programs and positions within NIDDK to be a leader in SBIR/STTR innovation and productivity and provides strategic program direction and prioritization to accomplish this.
- Uses expertise, experiences, and connections/networks in the technology and innovation sectors to identify strategic enhancements and/or unique opportunities to leverage the existing NIDDK SBIR/STTR programs and investments. Fosters development and then implements and maintains an infrastructure to support NIDDK SBIR/STTR portfolio companies beyond the grant award program to enhance value to the Institute.
- Represents NIDDK at relevant trade and technology conferences/shows to keep current on technology trends, identify new opportunities, and highlight/advertise NIDDK's SBIR/STTR and Prize/Challenge programs. Works with inventors and companies to leverage the SBIR/STTR programs to match their funding needs with NIDDK's technology development needs.

**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 25, 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.*