IRC56750

Senior Project Manager

The Center for Health Systems Effectiveness is a group of health economics and policy researchers working to improve the value of health care. The center is serving as lead contractor for the new Washington state all-payer claims database (WA-APCD), a major policy infrastructure tool that will inform health care reform throughout the state. This high-profile government project is being implemented by the Washington Office of Financial Management with CHSE providing program direction, governance, and management of two large subcontracts with data vendor and a web/communications firms.

* FTE: 1.0 FTE, Full Time
* Schedule: Monday - Friday, 8:00 am – 5:00 pm
* Salary Range: $65,000 - $102,000
* Location: Portland, OR (South Waterfront)

Job Type: Research

The Project Manager will serve as CHSE's point person on the project, working independently to manage activities of a 1,000+ item work plan that includes contributions by OHSU project staff, a contract program director, the web/communications and database vendors, Washington state agency personnel, and health care industry stakeholders in Washington. The project manager must have or rapidly acquire subject-matter expertise related to health-care providers, insurers, and claims data in order to understand objectives and dependencies between project work-streams and deliverables.

The role includes coordinating communications, task management and development of deliverables between team members; training of team members; drafting charters, bylaws, procedures, and other program documents; working with OHSU legal, risk-management, IT and contracting staff to ensure compliance with university policies, Washington statutes, and industry-standard data security practices; and communicating effectively with executive-level stakeholders in the Washington public-policy and health insurance circles. The position includes regular travel to Washington state. Alternately, the Project Manager could be based in Olympia, WA with frequent travel to Portland.

Required Qualifications:

* Doctorate degree in relevant field, or Master's degree in relevant field and 5 years of relevant work experience, or Bachelor's degree 9 years of relevant work experience
* 5 years of project-management experience in the public or non-profit sector, health insurance industry, health policy research, health IT, or a related field
* Excellent organizational and oral and written communication skills
* Advanced knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and project planning/timeline tools
* Intermediate knowledge and skill level utilizing databases
* Ability to serve as a team lead, to work autonomously within a team-based environment
* Ability to complete tasks in an accurate and timely manner, as well as to anticipate need
* Strong organizational skills and detail oriented
* Ability to travel to different locations in Washington state on a weekly to monthly basis
* Able to perform the essential functions of the position with or without accommodation

Preferred Qualifications:

* Master degree in Public Health, Public Policy, or similar field
* Experience with Medicaid programs, health plans, and/or state health policy
* Prior experience managing large, complex research project with multiple teams and multiple sites
* Experience in writing/drafting reports and manuscripts
* Experience with Adobe Indesign