REIMBURSABLE DETAIL
Center for Tobacco Products

The Center for Tobacco Products (CTP), Office of Science (OS) is offering a Detail opportunity for a **Supervisory Science Policy Analyst, GS-0601-15.** Applicants at the GS-14 and GS-15 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply. A temporary promotion may be considered.

Bargaining Unit Status: Non-Bargaining Unit Position

Position: Supervisory Science Policy Analyst

Office Location: FDA
Center for Tobacco Products
Office of Science
11785 Beltsville Drive
Beltsville, MD 20705

Opening Date: **July 24, 2020**
Closing Date: **July 30, 2020**

Area of Consideration: **CTP-Wide**

The CTP, OS offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference to improve public health. The position is ideal for someone who wishes to play a critical role in the organization and would enjoy the challenge of handling a variety of assignments related to the regulation of tobacco products.

The incumbent serves as Director of the Science Policy Branch in the Office of Science, CTP and is responsible for supervising science policy activities and staff within CTP, FDA, the Department, PHS, and other agencies related to tobacco. The incumbent is responsible for analyzing the science policy needs of the Center and drafting and/or developing regulatory and policy proposals, position papers, and departmental reports for approval that are associated with the review and regulation of tobacco products under the Family Smoking Prevention and Tobacco Control Act. The incumbent is responsible for developing plans and policies to provide consistency in the scientific approach to addressing the public health regulatory needs of the Center. Duties may include:

- Serves as the Director of science policy staff within the Regulatory Science and Management Staff, working collaboratively with all Office management to resolve a broad range of issues concerning the application of any of the enabling legislation, pertinent regulations, and/or general legislation affecting the scientific review and regulatory functions of the CTP.
- Plans and schedules work to be accomplished by subordinates, sets and adjust long and short-term priorities and prepare schedules for completion of work, when necessary.

- Gives advice, counsel, or instruction to employees on both work and administrative matters.
- Identifies developmental and training needs of employees and provides for or arranges for needed development and training. Identifies ways to improve production or increase the quality of the work directed.
- Making decisions and/or recommendations that have major Impact on the program's scientific and technical activities in its broad mission of protecting the Nation's public health as related to tobacco products.
- Preparing and giving presentations or furnishes reports for scientific staff.
- Provides regulatory science policy leadership and direction to a multidisciplinary medical, scientific and professional staff engaged in Office's regulatory and guidance initiatives.
- Develops science policies and programs involving the most complex and highest priority matters affecting the regulation of tobacco.
- Drafts or critically reviews documents embodying science policy and program proposals and decisions on these products as appropriate for the protection of public health.
- Advises and informs the Office Director and other key agency officials on activities, resources and related considerations which may affect or impact the planning and development of other Office programs.
- Oversees development of science policies, regulations, and practices for consistency across program areas and applicable statutory provisions.
- Serves as a recognized government-wide expert in tobacco science policy matters and advises others concerning CTP science policy, statutes and regulations.
- Supervises the drafting and reviewing of proposals for new tobacco science regulations and policy statements.
- Advises office staff on procedures and methods for implementing new legislation and regulations, or revising existing legislation, to achieve desired public health objectives and on the legal sufficiency and procedural adequacy of proposed science policy statements and policy initiatives.
- Develops and implements science policies and plans, makes critical decisions and provides expert advice and counsel concerning approaches and options that are sound and feasible in relation to Office and Center goals and objectives.
- Other duties as assigned

Desired Knowledge and Skills:

- Mastery and skill in applying the art and science of a professional discipline sufficient to formulate, evaluate, nurture, and promote the generation and exchange of new theories, concepts, principles, methods, applications, and practices; to plan, evaluate, and execute short and long range programs with goals impacting national and international issues; and to extend the disciplines knowledge boundaries.
- Expert knowledge to serve as recognized authority and consultant in a specialized technology, broad program, or industry that affects national and international interests, including the well-being of the public.

- Expert knowledge of the various titles of law applicable to HHS and FDA governing or affecting the programs administered by the CTP or other related Federal regulations, and significant national and local developments in the field. Demonstrated ability to implement new policy and revise existing legislation involving the legal sufficiency and procedural and public health adequacy of proposed science policy statements and policy initiatives.
- Expert knowledge of administrative and project management principles and skills to carry out the mission of the Center as well as to address and solve unusual and often precedent-setting problems associated with novel programs.
- Expert knowledge of other pertinent regulatory information in agency manuals, reference systems, directives, issuances, precedent decisions, court decisions, and commercial publications. Skill in advocating for and negotiating on behalf of the Center.
- Excellent organizational skills.
- Skill in working collaboratively.
- Excellent oral and written communication skills.

Application Procedure:

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-14 and GS-15 grade level or Commissioned Corps Officers.

Interested applicants should submit a copy of their resume, most recent copy of SF-50, unofficial transcripts, and statement of interest via email to:

Gretchen Winand
Office of Management, Center for Tobacco Products, FDA
gretchen.winand@fda.hhs.gov

Detail is reimbursable.

Travel expenses will not be paid.

You must be a CTP employee to be eligible.

If you are not currently in the GS-601 series, please submit a copy of your unofficial transcripts or a previous SF-50.

Candidates must express interest by July 30, 2020.

***This is not an official vacancy announcement under the Merit Promotion System.**