

TITLE 21 VACANCY ANNOUNCEMENT

**Department of Health and Human Services (HHS)
Food and Drug Administration (FDA)
Center for Devices and Radiological Health (CDRH)
Office of Product Evaluation and Quality (OPEQ)**

Position: Assistant Director for Professional Development (Learning Experience Designer)

Location(s): Silver Spring, Maryland

Travel Requirements: This position requires up to 25% travel.

Application Period: Tuesday November 3, 2020 through Monday November 16, 2020

Salary: Salary is commensurate with education and experience.

Conditions of Employment: United States Citizenship is required.

Special Notes: This position is being filled under an excepted hiring authority, Title 21, Section 3072 of the 21st Century Cures Act. The candidate selected for this position will serve under a career or career-conditional appointment and be paid under the provisions of the authority. [Additional information on 21st Century Cures Act can be found here.](#)

Introduction:

The Food and Drug Administration (FDA or Agency) is the regulatory, scientific, public health and consumer protection agency responsible for ensuring all human and animal drugs, medical devices, cosmetics, foods, food additives, drugs and medicated feeds for food producing animals, tobacco and radiation emitting devices safe, and effective.

The mission of CDRH is to protect and promote the public health by performing essential public health tasks by making sure that medical devices and radiological health products are safe for people in the United States. Within CDRH, the Office of Product Evaluation and Quality (OPEQ) is comprised of nine Offices to include the Offices of Health Technology 1, 2, 3, 4, 5, 6, and 7, the Office of Clinical Evaluation and Analysis, and the Office of Regulatory Programs. OPEQ assures patients have access to high quality, safe and effective products throughout the total product lifecycle.

Position Summary:

The Professional Development Program Manager is located within the OPEQ Professional Development Program Staff and is responsible for developing and designing programs that foster the professional development of the multidisciplinary workforce within the OPEQ Offices. The Professional Development Program Manager provides learning experiences that support supervisors, employees and teams. Ensures that professional development learning experiences are engaging, creative, impactful and upholds high standards for delivery of multiple instructional platforms. Continuously encourages and provides professional development opportunities and resources.

Duties/Responsibilities:

Duties may include but are not limited to:

- Supports and works closely with the OPEQ Associate Director for Professional Development Program to implement professional development programs and training related activities.
- Serves as the Learning Experience Designer and adult learning subject matter expert.
- Represents OPEQ Professional Development by developing or ensuring development of high-quality training content in multiple formats such as interactive eLearning, videos, instructor-led courses, virtual classroom design, tool kits, job aids, study guides, and simulations.
- Collaborates with leaders, subject matter experts (SMEs) and CDRH Division of Employee Training and Development (DETD) across multiple disciplines to build learning and training content for employees, managers and teams.
- Employs a comprehensive understanding of learner roles and work with SMEs to ensure that courses and training meets learner professional development goals.

- Proposes, designs, develops, and implements a wide variety of training that ranges from industry standard to creative, new approaches.
- Works with the DETD, SMEs, office Associate Directors for Professional Development (ADPDs) and source materials to design and develop learning solutions, leveraging best practices and responsive design.
- Identifies new tools and emerging technology that will improve efficiency in developing learning experiences and improve existing processes for the creation and delivery of learning.
- Develops and executes learning assessments that measure learning effectiveness, impact, and outcomes.
- Trains office ADPDs on conducting needs assessments and implementing training resources.
- Creates and make improvements to content through feedback-gathering, cross-department collaboration, and experimentation to ensure modernization and alignment with strategic goals.
- Facilitates and coordinates training sessions for regulatory, administrative, and scientific staff and supervisors.
- Serves as point of contact for development of training for Professional Development Program Staff.
- Performs strategic planning and program development for new and ongoing professional development initiatives.
- Evaluates the effectiveness of development processes and programs and recommend changes as necessary.
- Creates or disseminates marketing and communication materials that increases awareness and use of the Professional Development Program and resources.
- Builds and sustains collaborations with internal and external partners (e.g., industry, academia, student groups).

Professional Experience/Key Requirements:

To qualify for this position, you must possess technical experience and expertise which includes:

- Leading and implementing professional development and/or training projects and programs across regulatory, scientific, medical, university or healthcare related organizations;
- Conducting development and training needs assessments and identifying efficient and cost-effective ways to address those needs;
- Engaging and collaborating with multidisciplinary stakeholders, subject matter experts, and managers;
- Designing, developing, planning, implementing, and assessing training to current industry and adult learning standards to create great user experiences;
- Creating training materials and interactive media/eLearning modules using eLearning development tools (such as Captivate, Articulate Studio/Storyline, or Camtasia); and
- Analyzing, monitoring, and reporting on all curriculum and assessment data.

Basic Qualifications:

Candidates must possess the required individual occupational requirements to qualify for the appropriate series applicable to the position. Please use the following link to determine the series for which you qualify:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Desirable Experience:

- Bachelor's degree or higher in Instructional Design, Adult Learning related field, Master's or Doctoral degree in Education/curriculum development and instructional design preferred;
- Experience in regulatory organization or medical device industry highly desired; and
- Expertise in visual design.

Conditions of Employment:

- One-year probationary period may be required.
- Background and/or Security investigation required.
- U.S. citizenship is required.
- All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit www.SSS.gov for more info.

- This position is subject to strict prohibited financial interest regulations which could restrict the type of financial interest (stock holdings) for the employee, the spouse, and minor children of the employee. For additional information on the prohibited financial interests, please visit the FDA Ethics and Integrity Office website at <https://www.fda.gov/about-fda/jobs-and-training-fda/ethics>.

How to Apply:

Submit electronic resume or curriculum vitae and letter of interest to CDRHRecruitment@fda.hhs.gov with **“OPEQ IO Learning Experience Designer”** in the subject line. Applications will be accepted through **COB November 16, 2020**.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).

The Department of Health and Human Services is an equal opportunity employer with a smoke free environment.

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