



## **Program Manager**

The Institute for Clinical and Economic Review (ICER) is an innovative, independent non-profit health care research organization dedicated to improving the application of evidence throughout the health care system. Among ICER's key initiatives are the California Technology Assessment Forum (CTAF), the Midwest Comparative Effectiveness Public Advisory Council (Midwest CEPAC), and New England Comparative Effectiveness Public Advisory Council (New England CEPAC). These public deliberative bodies represent a unique platform from which to advance collaborative efforts to analyze scientific evidence on what works best, to foster an honest dialogue about the evidence on effectiveness and value with the public, and to translate this evidence into action to improve patient care. Through these initiatives and all its other efforts, ICER thrives on the entrepreneurial spirit of its employees to empower patients, clinicians, and policymakers in their quest for better care at lower costs.

In 2018, ICER is launching a fourth public deliberation council to complement the efforts of CTAF, Midwest CEPAC, and New England CEPAC, to further its goals of addressing a critical threat to the sustainability of the U.S. health care system: rapidly rising costs of drugs and other therapies.

ICER is looking to expand its team, which includes a diverse set of clinicians, researchers, and policy experts. We are seeking a **Program Manager** to launch and lead the fourth public program from our Boston headquarters. Details on the specific responsibilities and minimum qualifications are provided on the next page. Before going there, however, ask yourself the following questions:

1. Do you thrive in an entrepreneurial environment where you are responsible for growing a project from the ground up?
2. Do you get excited by engaging and energizing multiple stakeholder groups, internal and external collaborators, and health policy leaders?
3. Do you “get” the drug development, approval and pricing process, including an understanding of the many perspectives represented by the different stakeholders?

If you've answered “yes” to each question, read on!

## **Program Manager**

The Program Manager will lay the programmatic foundation for and lead the fourth public program. This role is ideal for an established project or program leader with experience strategically directing the day-to-day and long-term goals of a key organizational program. The ideal candidate will have a robust understanding of the national health policy landscape, with some familiarity with pharmaceutical pricing policy, as well as a sophisticated understanding of the different perspectives represented across the health care industry. The fourth public program will launch in 2018, and will produce 3- 6 comprehensive reports on the comparative clinical effectiveness and comparative value of new drugs each year. The Program Manager will work closely with ICER's Senior Management Team and Research Team to ensure achievement of all program goals. This position also requires close collaboration with the Program Managers for ICER's other core programs, CTAF, Midwest CEPAC, and New England CEPAC. The Program Manager will report to the Chief Operating Officer.

### **Job Responsibilities:**

The Program Manager is responsible for the direction and execution of the fourth public program including managing project timelines, communicating with key stakeholders, and interfacing with internal and external personnel to ensure top quality reviews are created on-time each time. The Program Manager reports to the Chief Operating Officer. Specifically, the Program Manager will:

- Conceptualize (with ICER's Senior Management Team), launch and lead the fourth public program, including:
  - Directing the day-to-day operations of the program portfolio, while providing overall strategic direction
  - Managing relationships with multiple stakeholder groups, including patients, clinical experts, life sciences manufacturers, public and private payers, and external academic collaborators
  - Establishing and managing an Advisory Board of senior payer, provider group, and patient representatives
  - Recruiting and managing members of the independent council
  - Supporting topic selection for future comparative effectiveness reviews
- Direct key program operations, including:
  - Ensuring report generation timelines are met, identifying and managing potential risks to meeting the deadlines, and producing final products that are top quality
  - Recruitment and orientation of Policy Roundtable participants for each meeting, specifically, the identification of potential clinical experts, health system and insurer representatives, manufacturers, and patient representatives to serve at public meetings
  - Event planning and logistics oversight of three public meetings each year during which the independent council deliberates on ICER reports

- Coordinating with Program Managers of ICER's three other public programs on program improvement and management

**Qualifications:** The ideal candidate has prior experience managing large multi-stakeholder initiatives in the health care space. Specifically:

- Bachelor's degree required; Master's Degree in a health care related field preferred
- 4+ years professional experience in program or project management, with an emphasis on leading large projects and managing diverse stakeholder interests
- Experience working in health policy, clinical research or health system settings required
- Excellent organizational and interpersonal skills
- Superior written and verbal communications skills, especially around using electronic communication to lead projects with remote participants
- Ability to work in a fast-paced environment, meet or beat deadlines, and adapt to changing environment a must
- Confidence, maturity and experience in dealing with high-level public and private officials

ICER offers a competitive salary and benefits package. Interested candidates should e-mail a resume and cover letter to [careers@icer-review.org](mailto:careers@icer-review.org); please also include contact information should we wish to schedule an interview.

*It is not intended that the above listed duties reflect every job duty, responsibility or task that the employee may be called upon to perform. The employee is expected to perform all job-related duties and tasks assigned by his/her supervising manager or other authorized manager.*