

**Position ID**

E17-2

**Position Title**

NOAA Research - Strategic Planning and Policy Analyst

**Office Name**

Policy, Planning, and Evaluation, NOAA

**Portfolio Summary**

Broadly speaking a Fellow, selected for this post, will be a central member of the Strategic Planning team within the Office of Policy, Planning, and Evaluation (PPE) and will work across the entire Oceanic and Atmospheric Research Line Office (OAR) enterprise to support the strategic planning process at all levels of the organization. Our intent is to provide a systematic way for OAR, and all of its components, to express its vision, describe its values, articulate its mission, develop and accomplish short- and long-term goals, identify strengths and weaknesses, set goals and timelines, and track overall progress.

Specific examples of that work include: 1) Direct support for the various OAR Labs and Programs to identify local priorities, establish goals and objectives for achieving those priorities, and ensuring they align with NOAA and Dept. of Commerce plans and guidance, 2) Identifying best practices and lessons learned to inform the development of effective guidance products, program management tools, and educational materials, 3) Conducting data collection and research to identify performance trends, assess potential impacts on OAR, NOAA, and Department of Commerce (DoC) mission objectives, and proposing recommendations for improving organizations performance, 4) Conducting research and analyses to improve the transition of research and development (R&D) results to useful applications, 5) Daily and direct engagement with a wide cross-section of OAR stakeholders to represent the organization and advocate for specific positions.

**Expertise Desired**

It is important to note, that while OAR is primarily a Research and Development organization, the focus of the Office of Policy, Planning, and Evaluation (PPE) is on the intersection between Science and Administration. To that end, a successful Fellow should: 1) Have an interest in public administration, organizational development, and strategic planning; 2) Have some experience with qualitative research methods like survey design, interview techniques, and group facilitation; 3) Have the ability to plan corporate events like workshops, conferences, and seminars; 4) Have some experience with public speaking and effectively communicating complex, sometimes controversial, information to a diverse audiences; 5) Have well developed writing skills.

**Travel within DC (days per month)**

2-4 days

**Travel outside DC (days per month)**

2-3 times per year

**Accepts Foreign Nationals**

Yes