

NYC Office of the Deputy Mayor for Health and Human Services

Position: Senior Advisor, Health Policy
Job Number: 15446
Location: New York, New York

ORGANIZATIONAL PROFILE

The Office of the Deputy Mayor for Health and Human Services advances New York City's efforts to coordinate transformation across the City's public healthcare system with vital healthcare provider partners, supports and advances the health of New Yorkers where they live, learn, work, play, and pray; expands access to social services for all, and ensures agencies that oversee the City's most vulnerable populations, including children in foster care and families living in homeless shelters, are run compassionately, equitably and effectively. With a portfolio that amounts to approximately \$24 billion, the Office of the Deputy Mayor for Health and Human Services has an unprecedented opportunity to build a team focused on implementing bold efforts within and across nine City agencies and Mayor's Offices, with the knowledge that incremental strategies will inhibit the potential for impact.

ABOUT THE ROLE

A Senior Advisor's portfolio will encompass projects, initiatives, and/or policy proposals that represent critical policy areas within the Office which include, but are not limited to the goals of the following City agencies: Department of Health and Mental Hygiene, New York City Health + Hospitals, Office of the Chief Medical Examiner, Office of Food Policy, and Center for Innovation through Data Intelligence. Key projects may focus on the City's recently announced, nearly \$2 billion commitment - as outlined in [One New York: Health Care for Our Neighborhoods](#) - to transform the public healthcare system and ensure that all New Yorkers have access to equitable, value-based primary care, regardless of income or immigration status; rapid response to pressing public or population health emergencies that directly impact New Yorkers; providing strategic support to ThriveNYC, the City's roadmap to mental health for all that includes a mental health first aid program, the NYC Safe program, and more than 50 other initiatives; advancing the City's efforts to increase food security and promote access to healthy food; supporting the City's commitment to further prevent and address the growing opioid addiction epidemic, and other high priority areas or projects.

The Senior Advisor may also engage and coordinate across human services agencies within the portfolio: Administration for Children's Services, Department of Homeless Services, Human Resources Administration, and Mayor's Office to Combat Domestic Violence.

JOB RESPONSIBILITIES

Working in the NYC Mayor's Office at City Hall under the direction of the Deputy Mayor and Chief of Staff, the Senior Advisor will focus on:

- **Analysis and Advice** – A Senior Advisor will perform qualitative and quantitative assessments of health policy proposals, including budget review, and make recommendations and presentations to the Mayor, Deputy Mayor, Chief of Staff, and other senior officials within the Mayor's Office.

- Project Management – A Senior Advisor, in coordination with appropriate City agencies and other governmental entities, will oversee health policy projects during planning and approval phases in order to ensure that appropriate goals and timelines are met.
- External Stakeholder Communication – A Senior Advisor will act as a liaison to health policy firms, foundations, advocacy organizations, and other local, state and national entities to communicate on behalf of the Office of the Mayor and the Office of the Deputy Mayor.
- Agency Liaison – A Senior Advisor will serve as the primary liaison between agencies within his/her portfolio and the Office of the Deputy Mayor, to monitor projects, day-to-day issues, and long-term planning.
- Interagency Oversight and Coordination – A Senior Advisor will coordinate with relevant agencies, boards, commissions, organizations, and institutions to pursue new initiatives, meet project goals and timelines, review agency and interagency work products, coordinate communications and outreach strategies, and ensure positive and efficient relationships between all stakeholders.
- Negotiations – A Senior Advisor, in coordination with appropriate agencies, will assist in negotiations with private entities and public sector partners to ensure the appropriate fulfillment of the City’s interests, priorities and policy objectives.
- Hiring and Appointments – A Senior Advisor will be responsible for assisting the Deputy Mayor and Chief of Staff with oversight of structural or organizational issues facing agencies within his/her portfolio, as well as advising on key hiring or appointments.
- Personnel Management: A Senior Advisor may provide project-based or managerial support to team members in the Office of the Deputy Mayor of Health and Human Services, as assigned.

PREFERRED SKILLS/QUALIFICATIONS:

- A master’s degree in public health, public administration, public policy, economics, business, law or related fields, and 7+ years of related work experience; *or*
A bachelor’s degree from an accredited college, and 10+ years of related experience
- An understanding of health care financing and/or policy at the local, state and federal level
- An understanding of New York City’s government agencies and/or public health entities, hospitals, and community-based organizations a plus
- Excellent communication, writing, research, analytical and organizational skills, with ability to rapidly problem solve and pay close attention to detail
- Ability to complete work independently with broadly defined work objectives and limited review of overall results
- Ability to interface with executive level management and deliver senior level presentations
- A demonstrated commitment to health equity and public service
- Enthusiasm for working in a fast-paced, collaborative, and dynamic team culture
- Previous personnel management experience a plus

SALARY: Commensurate with experience

TO APPLY: Please submit a resume, cover letter and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment

The Office of the Mayor and the City of New York are equal employment opportunity employers.