

# County of Cook

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 8088  
Grade: 24  
FLSA: Exempt

## STANDARD JOB DESCRIPTION

### JOB TITLE

Senior Director of Sponsored Programs & Clinical Research

### DEPARTMENT

Administration

### Job Summary

The Senior Director of Sponsored Programs and Clinical Research provides overall leadership and is responsible for the strategic development, regulatory compliance, fiscal oversight and operational management of externally funded sponsored programs and clinical research within the system. Collaborating with system leadership organizes and oversees the financial stewardship, research compliance, quality and administrative functions of clinical investigation within the Cook County Health & Hospitals System (CCHHS).

This position is exempt from Career Service under the CCHHS Personnel Rules.

### Typical Duties

#### General Administrative Responsibilities

##### Management

- Contributes to the management of CCHHS staff and CHSS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Works with Labor Relations to discern past practice when necessary

##### Supervision

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

##### Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

## **Typical Duties (continued)**

### Discipline

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

### **Other Responsibilities**

This leadership role within CCHHS shall have responsibility to support all operating units of the Health System. The duties of the Senior Director of Sponsored Programs and Clinical Research will include:

- Overseeing the overall health system sponsored programs and clinical research division and infrastructure
- Plan, direct, and achieve the major business development activities for extramurally funded and clinical research services to assure the accomplishment of CCHHS' mission, strategic goals and institutional objectives
- Directing strategies of mission, vision and values for these activities within the health system that increase the sustainability of a safe, compliant research-patient care experience
- Planning, directing and evaluating the operations of a clinical research department that effectively interfaces with finance, information technology services, compliance, quality and safety as related to the clinical research service line
- Driving execution and accountability to drive excellence throughout the clinical research leadership team towards common goals, performance and accountability while maintaining ultimate accountability
- Creating a team of professionals that establish and attain a health system strategy that optimizes system and physician collaborations that enhance access to care
- Developing a strategically developed team of full time employees that will organize the system's efforts to procure extramural service grants and clinical investigation grants, assure research compliance and safety, and oversee communication of these efforts to health system leadership
- Providing clinical faculty and program administrators of CCHHS with an efficient service that will include:
  - Systems to identify opportunities for CCHHS to apply for sponsored program grant awards from Federal, State, local government, industry, and philanthropic sources
  - Close liaison with program managers and research principal investigators to develop budgets for salaries, supplied facilities and services for their grant applications in accordance with funding agency guidelines and regulations
  - Coordination with CCHHS clinical operations that budgeted services are available and delivered efficiently to the program managers and principal investigators without diminishing provision of needed patients services
  - Ensure that all program costs are accurately billed to the grant sponsor in a timely manner that is compliant with all applicable regulations, and to validate that invoiced funds are received
  - Provide financial tracking and reporting assistance to individual program administrators
  - Provide review and on-time submission of grant proposal applications and renewals
  - Confirmation that regular activity reports are submitted to grant sponsors by program managers in full compliance with the terms of each grant or contract

### **Typical Duties (continued)**

- Serve as key intermediary between CCHHS program managers/research principal investigators and fiduciary agents
- Create a reporting system to inform System management and governing board of current investigators and research protocols and service grant programs
- Assist program managers/research principal investigators with time and effort reporting per funding agency requirements
- Design and implement training of program administrators, where necessary, to ensure each grant and contract is administered to the highest professional standards
- Establishing and maintaining good communications with research administrators and program administrators at partner academic medical centers and, where appropriate on large scale collaborative programs nationally
- Establishing regular multidisciplinary meetings (with agenda, minutes and action items) to further system goals of effective sponsored programs and clinical investigation
- Serving as ex-officio member of the Institutional Review Board
- Working with fiduciary agents to establish institutional Facilities and Administrative cost rate
- Working with fiduciary agents to produce accurate and timely time and effort reports
- Additional assignments in sponsored programs and clinical research as directed by the Chief of Clinical Integration

### **Reporting Relationships**

The Senior Director of Sponsored Programs & Clinical Research reports to the Chief Executive Officer.

### **Required Minimum Qualifications**

- A Master's Degree in Health Planning, Health Administration, Public Health, Business Administration, or related degree;
- Or
- A Master's Degree in medicine or other health care discipline
- Ten (10) years' experience in the clinical research and research management experience, including strategic planning, research compliance, etc.
- Experience with budgetary cost controls and staff

### **Preferred Qualifications**

- PhD

### **Knowledge, Skills, Abilities and Other Characteristics**

- Understanding of funding procedures of federal government agencies within the Department of Health and Human Services such as the National Institutes of Health, Health Resources and Services Administration , *Agency for Healthcare Research & Quality (AHRQ)*, *Substance Abuse and Mental Health Services Administration*
- Strong commitment to using best business practices to manage the large and diverse portfolio of sponsored grants and contracts

**Knowledge, Skills, Abilities and Other Characteristics (continued)**

- A “customer service” orientation to providing CCHHS program managers with support in managing their programs
- Good interpersonal and communications skills to interact with the broad range of professionals at CCHHS. Equally comfortable in discussions with clinical and research faculty members, senior managers, administrators and clerical staff
- Persuasive communications skills to support role as an internal change agent and also to strengthen working relationships with external stakeholders
- Mentoring skills for developing core grant administration competencies across CCHHS operating units
- Ability to plan, direct and integrate a complex operation using available resources to accomplish short and long term goals of the institution

**Physical and Environmental Demands**

This position functions within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**Working Conditions and Physical Demands**

General office environment where work is generally sedentary in nature, but may require standing and walking for up to 60% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**

Approval:

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Dr. John Jay Shannon  
Chief Executive Officer

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Date

Approval:

\_\_\_\_\_  
Gladys Lopez  
Chief Human Resources Officer

\_\_\_\_\_  
Date