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MINNESOTA COUNCIL OF HEALTH PLANS POSITION DESCRIPTION

Job Title:	Director of Research and Health Policy
Reports To:	Chief Executive Officer (CEO)
Compensation/Benefits:	Commensurate with Experience /Full Benefits
Position Length:	Full Time

POSITION SUMMARY

The Director of Research and Health Policy leads research and policy implementation efforts for the Minnesota Council of Health Plans (Council). The Director leads the Council’s research strategy, identifies issues, and sets priorities in collaboration member plans with an understanding of their needs and the community they serve. The Director convenes member committees and coordinates work and issue development with other parts of the Council. This position provides strategic leadership, management and planning related to health equity, medical policy and government programs.

ESSENTIAL FUNCTIONS – *Critical features of this job are described below. They may be subject to change at any time due to reasonable accommodation or other reasons.*

Direct Council Research Agenda:

- Set and execute Council research agenda based upon emerging public policy concerns, Council priorities and member plan interest and resources.
- Coordinate learning to complement and strengthen Council advocacy and communications efforts across internal Council staff and plans as applicable.
- Assist, as needed, with other Council policy work, including but not limited to industry financial reporting and issue briefs.

Support Member Plans

- Work directly with subject matter experts across all member plans through committees or other groups.
- Be a resource to all member plan contacts on initiatives or questions related to work the Director of Research and Health Policy leads.
- Serve as a liaison between member plans and the Department of Human Services as necessary to resolve issues or questions, gather additional information or schedule meetings to address and resolve issues.
- The Director of Research and Health Policy will work closely with member plans to understand the unique offering they provide in their market. They will be expected to develop a strong knowledge base of the plan and be able to articulate specifics to advocate for plan value in different forums.

Support Committees and Board:

- Facilitate meetings of the Council’s Health Equity, Government Programs, Medical Issues Committees and the Behavioral Health and Aging Subcommittees.
 - Develop agendas in collaboration with committee chairs.
 - Provide information and discussion points required for effective meetings.

- Track discussion, follow-up requirements and other notes for broader distribution.
- Communicate key points from the differing committees across all committees to support efficiency of work
- Develop and present information to the Board on priority issues.
- Support meetings of other work groups as needed. This includes/extends to hosting work group meetings as needed (i.e. Non-Emergency Medical Transportation, Personal Care Attendants, etc.)

Project Management:

- Form and lead ad hoc work groups as needed.
- Prioritize issues across Council staff and committees.
- Coordinate work group follow up activity across meeting participants and Council staff
- Employ effective facilitation and coordination skills to identify next steps, assign work out, ensure follow ups are complete to drive for results
- Be able to track multiple moving deadlines and remind committee members of follow up due to ensure progress is made

Provide Policy and Data Insight:

- Closely collaborate with communication and policy advocacy directors to inform external messages.
- Develop policy statements and letters as needed.
- Coordinate resources so periodic reports such as collaboration plans are current and useful.

Community Leadership:

- Build and maintain relationships with leadership and staff of member health plans, providers, educators, trade associations and community members.
- Convene periodic meetings with state agency leadership to review and identify issues of common interest.
- Represent Council in external meetings, work groups and task forces.
- Present on behalf of the Council, as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as appropriate and assigned by Chief Executive Officer.

POSITION REQUIREMENTS

- Requires bachelor's degree in a related field and five years of demonstrated success in project and team management. Advanced degree in relevant field is highly desirable.
- Substantial knowledge of the state and federal health insurance industry, state public programs, and health care policy.
- Curiosity and an interest, and preferably experience, in improving medical care, health care outcomes, addressing social determinants of health, and eliminating health disparities for Minnesotans.
- Demonstrated leadership and small group management skills.
- Excellent oral and written communication skills.
- Ability to manage multiple project assignments simultaneously.
- Demonstrated ability to organize information and apply problem-solving skills.
- Ability to comfortably operate in a changing environment and be able to collaboratively lead groups to accomplish shared goals.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to engage with colleagues and other stakeholders via a variety of mediums including in-person conversations, email, and phone. The employee must be able to use a computer to operate Microsoft Office software, including PowerPoint, Excel, and Word. Employee will occasionally need to lift boxes or materials up to 20 pounds. Standing/carrying/kneeling required when involved in program presentation or equipment maintenance.

TO APPLY

Please e-mail a cover letter and resume to Pam Houg, Office Manager at houg@mnhealthplans.org by the end of day on October 30, 2020. Additional information regarding the Minnesota Council of Health Plans can be found at <https://mnhealthplans.org/>.

The Minnesota Council of Health Plans is an EEO/AA employer.