

JOB CODE	
FLSA	Exempt
FAMILY	

POSITION DESCRIPTION

POSITION TITLE: Vice Chair, Department of Pediatrics, Clinical Translational Research and Education

DEPARTMENT: Department of Pediatrics.

SUPERVISOR'S TITLE: BK Rachford Professor & Chair of Pediatrics, University of Cincinnati, Director, Cincinnati Children's Research Foundation and Chief Medical Officer, Cincinnati Children's Hospital Medical Center

COLLABORATIVE RELATIONSHIPS: Senior Leadership, other Departmental Vice Chairs, Chief of Staff, In-Chiefs, Institute and Division Directors, Associate Director of CCRF, Board of Trustees, University of Cincinnati Research Director and Director of Graduate Education Programs

TITLES SUPERVISED: Division Directors of Clinical Translational Science Divisions; Associate Chair, Clinical, Translational, Outcomes, and Health Services Research, Chair of the Clinical, Translational, Outcomes, and Health Services Committee (CTOHS); Directors of the Center for Clinical and Translational Science and Training (CCTST)

TOTAL NUMBER OF FTE's DIRECTLY OR INDIRECTLY SUPERVISED: 10-12 Divisions

PURPOSE OF POSITION: To assist the Chair of Pediatrics in oversight of departmental divisions including missions in clinical care, research, education, and advocacy, and faculty affairs including evaluation, recruitment, retention, leadership and professional development, promotion, and professionalism in the Department of Pediatrics. The Vice Chair of Clinical Translational Research and Education also provides senior leadership oversight of departmental clinical translational research activities and training including the Center for Clinical and Translational Science and Training. *This is a full-time role with expectation that the individual maintains a strong research and education portfolio and/or clinical presence covering 30-40% of their time.*

DUTIES AND RESPONSIBILITIES: The Vice Chair of Clinical Translational Research and Education plays key leadership roles in the Department of Pediatrics in the following areas:

Recruit, mentor, promote, retain and develop talent

The Vice Chair of Clinical Translational Research and Education will work with the Chair to develop and nurture outstanding talent and ensuring a robust and diverse pipeline of scientific leadership. Key responsibilities include:

- overseeing Divisions in clinical care and clinical, basic science, translational, outcomes, education, and health services research. This will include conducting at least quarterly individual Division Director meetings and annual individual division meetings, annual Division Director evaluations with input from the leadership team, and shared accountability and participation in Division budget meetings;
- communicating internally with researchers on CCRF activities and externally on CCRF accomplishments (e.g. Research Town Halls and CCRF research events);
- supporting faculty, clinician staff, and teams, and leading processes for hiring, mentoring, promotion and retention;
- managing faculty and program development award programs with the Vice Chair of Basic Science Research and Education (e.g. CCRF Rotating Professorship program, Academic Research Committee program);
- assisting in providing support to Division Directors and administrators in division reviews, faculty promotion reviews and faculty letters of support;
- ensuring standards of professionalism and integrity are maintained by faculty and department team members;
- ensuring faculty practices are in alignment with the department human resources relative to policies, practices, and procedures.

Support and elevate pathbreaking research and academic programs

The Vice Chair of Clinical Translational Research and Education will work to inspire faculty and support discovery including participation in strategic planning and powerful investing in new ideas and technologies, as well as ensuring that proper avenues exist for translation. Finally, the Vice Chair will work closely with the Chair/Director of CCRF and Associate Director of CCRF to create an environment that is ideal for fostering collaborative research and to ensure optimal CCRF administration and operations to facilitate pathbreaking research.

Support and strengthen research training pathway programs

The Vice Chair of Clinical Translational Research and Education will support, monitor, and innovate new programs to develop the next generation of child health scientists and teams. This will involve oversight of the clinical translational research training, and strengthening efforts to recruit outstanding trainees and research team members, and strong collaboration with University of Cincinnati departments.

Embrace and strengthen a culture of inclusivity and commitment to diversity

Cincinnati Children's strives to live values of diversity, equity, and inclusion within its own walls and as a member of a vibrant community. The Vice Chair of Clinical Translational Research and Education will support hiring of faculty, staff, and training students from backgrounds underrepresented in medicine, and will proactively shape a culture that enables the success of these individuals. These principles extend to patients and engagement with the community. The Vice Chair of Clinical Translational Research and Education will provide leadership in the development and deployment of department diversity, equity and inclusion strategies, and will partner and align with the Vice President, Diversity, Inclusion and Community Relations in these efforts.

Participate in shaping an overarching strategy for departmental excellence in our missions

Working closely with the Chair will shape and articulate a long-term plan for the direction of pediatrics within the Department, encompassing education, research, public mission, and the clinical enterprise. This will include participation in the CCRF/Department of Pediatrics Leadership Council and Research and Discovery Committee (previously Joint Management Committee) and being the primary contact to the CTOHS and G23 (with Vice Chair for Clinical Affairs). Communication with faculty and staff is a priority and will involve co-leading the quarterly Research Town Halls with the Vice Chair of Clinical Translational Research and the Associate Director of CCRF. The position will also involve implementation of the CCRF strategic plan, guiding priorities in the four C's of Pursuing Our Potential Together and work with faculty and leaders to support the development of a vision that encompasses other areas of excellence and growth.

Ensure effective implementation of department goals and strategy

The Vice Chair of Clinical Translational Research and Education will work closely with the Department leadership and administrative team and will participate in resource, and space planning and allocation and support internal controls to safeguard the financial, information, and human resources of Cincinnati Children's. The Vice Chair of Clinical Translational Research and Education will be a partner in fundraising endeavors, contributing to new and existing partnerships and philanthropic opportunities. The Vice Chair of Clinical Translational Research and Education will also work on initiatives with the University of Cincinnati and with the Chair, will represent the department at University and other external meetings and events. The Vice Chair of Clinical Translational Research and Education with the other Vice Chairs will serve as Acting Chair in the Chair's absence. To execute on strategy, the Vice Chair of Clinical Translational Research and Education will serve on departmental and institutional committees as requested, work on strategic initiatives and perform other duties as assigned.

Qualifications

Required:

MD or PhD

Personal Qualities, Professional Qualifications and Experience:

- Eminent academic and research credentials, with an established record in leadership of large teams
- An uncompromising commitment to excellence in child health research or other areas related to pediatrics
- Ability to develop a collaborative vision, with a track record for successfully implementing new initiatives that meet the challenges of academic medicine
- Exceptional leadership and management experience with superb financial budgeting, resource management, planning, and facilitation skills
- Demonstrated experience in recruiting, retaining, and mentoring top faculty and/or students

- An outstanding record of effectively leading and developing people; a strong team orientation along with a track record of working cooperatively and collegially within a diverse and complex environment are a must
- Excellent interpersonal skills and communication skills to build and maintain trust and relationships with faculty, staff, administration, trainees, and all other stakeholders
- Strong persuasion and negotiation skills; the ability to engage, challenge, and influence colleagues to effect change within a dynamic organization
- A strong dedication and commitment to excellence in education
- Demonstrated commitment to valuing and actively promoting diversity
- An entrepreneurial spirit and drive; willingness to take risks and advocate for new ideas coupled with a commitment to measurement and accountability
- Personal qualities that include a present and optimistic personality, integrity, creativity, resilience, flexibility, tenacity, professionalism, and high energy
- Genuine understanding and respect for the tradition of success and collaborative science at Cincinnati Children's
- Adheres to and enforces Cincinnati Children's values and established code of ethical behavior in decisions and actions.

Meetings to Attend:

- CCRF/DOP Leadership Council Wednesdays 10-11am
- Research & Discovery Committee (previously Joint Management Committee) Wednesdays 11-12noon
- Division Director Breakfast with the Chairs, 2nd Wednesdays 7-8am
- CCRF Research Town Hall, quarterly, co-lead
- BSRC, CTOHS, G23, R16 meetings
- Division Director and Business Director meeting and Faculty and Staff meeting, monthly
- Assigned Division budget meetings, annual meetings with individual Divisions, Division Director quarterly meetings
- Research Committee of the Board, 2-3 hours monthly