

Policy Analyst — Healthcare access, quality and spending	
Mission	The mission of the Health Policy Institute of Ohio is to advance evidence-informed policies that improve health, achieve equity and lead to sustainable healthcare spending. HPIO is a nonpartisan, independent and nonprofit organization.
General Qualifications	<p>Minimum of master's degree with at least two years of relevant experience or bachelor's degree with at least four years of relevant experience</p> <p>A foundational knowledge base on topics related to healthcare access, quality and spending, and strong interest in analysis of issues focused on Medicaid, private health insurance, systemic inequities and the drivers of healthcare spending</p>
Employment category	Regular full- or part-time, exempt
Reports to	Vice President of Policy
Office location	Columbus, Ohio; hybrid work environment
Written products (print or online)	<ul style="list-style-type: none"> • Conduct and support research and co-author or contribute to written products, including policy briefs, fact sheets, resource pages, online tools and other research reports • Develop written product outlines that have a logical structure and identify a clear purpose and set of objectives • Execute, review and provide feedback on written products to ensure adherence with HPIO's style guide and clear communication of concepts to a policymaker audience • Develop charts, graphs and other visual tools, including compiling and checking data values
Project management	<ul style="list-style-type: none"> • Lead project components, including developing work plans, executing and monitoring project tasks and timelines • Conduct primary data collection and analysis, such as key informant interviews, document review and online survey research, including planning, questionnaire development, facilitation, note taking, data entry, coding and analysis • Conduct secondary data compilation and analysis, including compiling data values and relevant metric information from a source, conducting basic excel analyses and checking data values with an identified source
Multi-sector facilitation and stakeholder outreach	<ul style="list-style-type: none"> • Plan and coordinate stakeholder group activities, including maintaining group lists with relevant contact information, coordinating email correspondence, managing invitee and registration surveys, identifying meeting dates, tracking meeting information and updating website pages

	<ul style="list-style-type: none"> • Facilitate small group discussions, including note taking • Build and maintain relationships with stakeholders from a variety of sectors through email contact, phone calls and in-person meetings, participation in conferences, trainings and webinars hosted by other organizations, and other activities
Policymaker technical assistance and outreach	<ul style="list-style-type: none"> • Provide technical assistance to policymakers, including compiling research or data on specific topics or legislation and drafting written responses • Cultivate collaborative relationships with key stakeholders, including policymakers across all branches of state government • Schedule and participate in meetings between HPIO staff and policymakers • Comply with Joint Legislative Ethics Committee reporting requirements
Other roles	<ul style="list-style-type: none"> • Create effective presentations, including outlines and slides, with support from the Vice President of Strategic Communications • Present or co-present to a variety of audiences (conferences, meetings, webinars, etc.) • Monitor various sources of information to inform HPIO's work, including proposed and enacted legislation; executive branch websites, press conferences, presentations, plans, reports and other documents; scholarly research; evidence registries; think tank/gray literature reports; policy changes in other states; webinars and conferences; e-newsletters, traditional and social media; and other electronic communications, etc. • Contribute to forum and webinar planning, including research on potential speakers • Contribute to internal evaluation activities, including quarterly reporting and continuous quality improvement • Support the Education Manager during events (registration, set up, etc.) • Support development activities, including proposal and grant writing and reporting • Contribute to the organization's daily operations
Other requirements	<p>This position:</p> <ul style="list-style-type: none"> • Requires the ability to work both in a traditional office environment and/or from home as needed • Requires routine use of standard office equipment including, but not limited to, computers, monitors, phones, copiers printers, scanners and filing cabinets • Requires ability to sit continuously for long periods of time and constant keyboarding • Requires interacting and regularly communicating with others to exchange information, including talking, listening and interpreting spoken and written messages • May occasionally require standing, bending and light lifting (less than 15 pounds) • May occasionally require in-state or out-of-state travel

General skills and attributes	This position requires: <ul style="list-style-type: none">• Commitment to diversity, equity and inclusion• Well-developed written and verbal communication and interpersonal skills• Ability to work independently within the context of a highly collaborative team• Ability to manage deadlines, including flexibility in adapting to changing deadlines• Ability to give specific feedback to colleagues and integrate feedback provided by colleagues and stakeholders• Excellent attention to detail• Strong multi-tasking ability and work ethic• Proficiency in office software, including but not limited to MS office, Outlook, Survey Monkey, virtual meeting and shared drive platforms
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