



## **Senior Manager Position Pacific Business Group on Health**

### **The Organization**

The Pacific Business Group on Health (PBGH) is an energetic, fast-moving, non-profit organization whose mission is to improve the quality of health care while moderating costs. We are a dedicated group of innovative thinkers who are committed to excellence, appreciate and foster a sense of humor and embrace change and team play as essential to success. We care about the work we do and the difference that we make. This is your chance to make a difference too.

### **Position Description**

This individual is responsible for managing projects within the CQC (California Quality Collaborative) and Paying for Value programs. As part of the CQC, this position designs and delivers training and education programs statewide to California physician and administrative leaders re-designing patient care to produce better clinical outcomes and higher levels of patient satisfaction at a more affordable price. As part of the Paying for Value program, this position joins the internal team working with purchasers, health plans and providers to pioneer new methods to pay for health care services based on value and performance. The Senior Manager is expected to view initiatives and projects from the perspective of the overall PBGH mission and communicate value of these activities to our member companies, stakeholders and partners. This position will have extensive contact with physician group leaders, health plan staff, program sponsors, and content experts. Some travel is required to training locations around the state. This position is a key member of the CQC and Paying for Value team responsible for overall program design, operations and implementation.

### **Primary Responsibilities**

- Leads development and execution of improvement programs for CQC. Responsible for identifying customer needs, identifying national and local experts and proven best practices in selected content areas.
- Using principles of adult learning and system change, create training events to promote adoption of best practices
- Defines project scope, goals and deliverables that support PBGH goals in collaboration with senior management and project stakeholders
- Manages day-to-day operational aspects of a project or program, including negotiating and managing contracts
- Presents projects and/or strategies to internal and external stakeholders
- Effectively assists in soliciting for funding by submitting appropriate and quality proposals
- Minimizes PBGH exposure and risk on projects via excellent communication and early identification of risks
- Creates and facilitates meeting and conference call agendas
- Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion
- Manages budgets and project spending, including the development of budgets, monitoring expenses accrued by outside consultants, contractors and vendors. Ensures that projects remain within budget guidelines. Notifies CQC Director in a timely manner of any anticipated budget variances or shortfalls.
- Helps to identify and resolve issues and conflicts within the project team

## **Qualifications**

- Works effectively and efficiently in fast paced, deadline driven environments both as a team member and individually with minimal supervision
- Effective organization, prioritization, time management, multi-tasking and positive, consensus-based interpersonal skills
- Interfaces effectively and positively at all levels of internal and external management and staff
- Attentive to detail, producing consistent, high quality, reliable work product
- Excellent verbal and listening skills; strong oral presentation ability
- Knowledge and understanding of health care markets, especially as related to provider organizations and hospitals
- Strategic planner and conceptual thinker who has demonstrated the ability to create change within complex systems
- Demonstrated analytic and quantitative skills
- Proficient PC skills including Microsoft Office applications (Word, Excel, Outlook, etc.) internet and the ability and willingness to learn new software applications
- Seven or more years of relevant health care work experience. Masters Degree in public health, public policy, business administration or equivalent required.

It is not intended that the above listed duties reflect every job duty, responsibility or task that the employee may be called upon to perform. The employee is expected to perform all job related duties and tasks assigned by his/her supervising manager or other authorized manager.

To apply, please send a cover letter and resume to [jobs@pbgh.org](mailto:jobs@pbgh.org).