



Advanced Research Projects Agency for Health

Director of People Operations

ARPA-H Overview:

ARPA-H (Advanced Research Project Agency for Health) is seeking a highly qualified candidate to join our leadership team as the Director of People Operations. ARPA-H is a new agency established with the mission of accelerating better health outcomes for everyone. Our unique culture, business model, and authorities allow the agency and our Program Managers to pursue high-risk, high impact investments that address some of America's most challenging health-related problems. With a technical scope spanning the molecular to the societal, ARPA-H programs have the potential to radically improve everyone's health. ARPA-H's greatest asset is our team members - or ARPA-(H)umans - who are dedicated to serving all ARPA-H customers and making breakthroughs in health through collaboration and partnership with every single member of the team. ARPA-H recognizes that to achieve the mission of improving everyone's health, ARPA-H must establish a positive, dynamic and mission-centered culture devoted to best-in-class people operations that supports our unique culture and model from the very first moment we meet a candidate and throughout their entire journey as an ARPA-(H)uman. More information on ARPA-H can be found here: <https://arpa-h.gov/>

ARPA-H is in search of a radically innovative thinker: a people-centric, mission-obsessed and brilliant doer to lead these functions. This role demands innovative program concepts, embracing start-up mentality, and generation of policy and guidance materials that reflect ARPA-H's strategic vision and priorities to help every ARPA-(H)uman reach their full potential at the agency.

ARPA-H is seeking a skilled and experienced Director of People Operations, responsible for all human resources functions, strategic and performance leadership, and initiatives to drive efficiency and effectiveness as well as employee satisfaction.

In addition, this position will supervise and deliver a world-class experience for the functions/operations of recruitment, placement, classification, onboarding, training, work/life, retirement, and benefits counseling.

This is a term-limited position with an initial term of two (2) years, which may be extended.

Responsibilities:

- Plan, direct, and coordinate the overall management of human resource functions and initiatives.
- Lead the development and implementation of staffing strategies that proactively support the agency's high growth and scalability objectives
- Exercise managerial and operational functions for a team of human resources specialists comprised of Federal and Contracted staff.
- Identify and leverage opportunities to streamline all aspects of recruitment, onboarding, and training using IT and data resources and tools.



- Facilitate the implementation and achievement of strategic goals, objectives, and key results (OKRs) that integrate administrative and human resources objectives to ensure alignment with the organization mission and strategic goals.
- Provide professional services and guidance to all management/supervisory levels concerned with human resources and people operations principles, techniques and acceptable practices, and technical advice on statutory, regulatory and procedural human resources requirements.
- Initiate, develop, and conduct special studies aimed at improving the delivery, effectiveness, and efficiency of human resources services.
- Compose complex correspondence related to the delivery, administration, and legality of human resources functions.
- Manage team resources including individual budgets and timelines.
- Establish guidance for employee performance evaluation approaches, monitor performance, provide feedback, and implement improvement plans.
- Lead the development of strategies for employee training and development programs that promote employee growth and support agency goals and foster a positive work culture.
- Lead development of guidance and agency policy based on private sector best practices and in alignment with government requirements for employee compensation and benefits programs, including salary reviews, bonus programs, and employee benefits.
- Utilize data and metrics to ensure the effectiveness of DEIA recruiting efforts and ensure that ARPA-H attracts diverse talent.
- Lead initiatives to enhance ARPA-H employer branding and develop materials that reflect the organization's values to attract the best candidates.
- Partner with members of the ARPA-H Leadership Team to cultivate a diverse, inclusive, equitable, and accessible work environment where employees feel respected, valued, and a true sense of belonging.
- Serve as a point of contact for employees to escalate any employee concerns, investigate employee complaints with discretion and adherence to federal practices and regulations, develop and implement appropriate resolutions and preventative programs.
- Provide oversight of onboarding and offboarding of personnel.
- Collaborate with the NIH and HHS to optimize resource use for maximum efficiency and achieve pay and responsibilities commensurate with staff abilities and potential.
- Other duties as assigned.

Must Have Qualifications

- US Citizenship
- Bachelor's or Master's degree in People Operations (or Human Resources), Business Administration, or related field.
- 10+ years of related professional experience, with at least 5 years in a senior management capacity
- Strong team building experience, especially in a start-up environment
- Strong knowledge of HR practices, principles, and regulations, including recruitment, performance management, employee relations, compensation, and benefits.



- Excellent presentation, communication, and interpersonal skills, including the ability to communicate effectively with employees and managers at all levels.
- Proven ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines.
- Strong analytical and problem-solving skills, including the ability to use data and metrics to make informed decisions.

Preferred Qualifications

- At least 5 years of private sector experience in PO (or HR) management in a highly dynamic, hypergrowth start up environment, preferable in a health research and development technology or related field.
- Experience working within Federal Government HR
- Experience working with contracted staff in public or private sector setting

Apply with your resume at CAREERS@ARPA-H.GOV. Please include subject line: Director - People Operations Application

At ARPA-H, our customer is the American public, and we seek to build a mission-driven workforce that is as diverse as our customer base. We are building a culture that creates a space for visionary innovators in science, health, and in building a best-in-class ARPA organization. For this position, ARPA-H is able to use special hiring authorities that are legislatively granted that allow for a streamlined hiring and onboarding process.

Values Statement: ARPA-H is dedicated to fostering a workforce that reflects the rich diversity of America. Our goal is to deliver groundbreaking health solutions that benefit all Americans, and we know the best path to reach everyone is to include everyone.

Benefits: The Director will be hired at an industry-competitive salary commensurate with the selectee's qualifications and experience and ARPA-H salary guidelines. Full Federal benefits will be provided, including retirement, health and life insurance, leave, and savings plan (401(k) equivalent). Relocation and other incentives may be available.

Equal Employment Opportunity: Selection for this position will be based solely on merit, with no discrimination for non-merit reasons such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, disability, age, or membership or non-membership in an employee organization. ARPA-H encourages the application and nomination of qualified women, minorities, and individuals with disabilities.

Standards of Conduct/Financial Disclosure: ARPA-H inspires public confidence in our work by maintaining high ethical principles. ARPA-H employees are subject to Federal government-wide regulations and statutes as well as agency-specific regulations described on the NIH Ethics website. We encourage you to review this information. The position may require the incumbent to complete a public financial disclosure report prior to the effective date of the appointment.

Foreign Education: Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure



that the foreign education is equivalent to education received in accredited educational institutions in the United States. We will only accept the completed foreign education evaluation. For more information on foreign education verification, visit the <https://www.naces.org> website. Verification must be received prior to the effective date of the appointment.

Reasonable Accommodation: ARPA-H provides reasonable accommodations to applicants with disabilities. If you require reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.