

Statement of Duties
Department of Health and Human Services
National Institutes of Health
Deputy Director, National Institute of Biomedical Imaging and Bioengineering

Introduction

The National Institute of Biomedical Imaging and Bioengineering (NIBIB) of the National Institutes of Health (NIH) is responsible for leading the development and accelerating the application of innovative biomedical technologies through research and development of new interdisciplinary techniques and devices to fundamentally improve the detection, treatment, and prevention of disease. This mission is achieved by stimulating and supporting research at the interface of engineering and the quantitative and life sciences, by encouraging research and development in emerging interdisciplinary areas, and by supporting studies to assess effectiveness of these strategies. These activities are conducted in hundreds of extramural laboratories and clinics throughout the United States and in the NIBIB's intramural facilities in Bethesda, Maryland.

This position is located in the Office of the Director, NIBIB, which (1) provides leadership, direction, and coordination of the Institute's programs; (2) coordinates activities with other Institutes and Centers; (3) directs interactions with associated professional, academic, and voluntary organizations; (4) formulates policies and provides scientific program planning and evaluation for the Institute; (5) directs management and administrative services to the Institute; and (6) ensures that results of supported research are appropriately evaluated and transferred to other scientists, engineers, other medical professionals, and the public.

Duties and Responsibilities

The Deputy Director serves as the principal Deputy to the Director, NIBIB in evaluating, planning, directing, and coordinating activities related to the mission and function of the Institute. The Deputy Director may serve with full authority of the Director when so designated in the Director's absence. He/she represents the NIBIB and speaks for the NIBIB in matters as directed by the Institute Director. As such, the Deputy Director serves to support the Director as an ambassador and spokesperson for the Institute. In addition, the Deputy Director, NIBIB:

1. Serves as principal advisor to the Director, NIBIB concerning matters related to the mission of the Institute. Works with the Director, NIBIB and NIBIB executive staff, on scientific trends and developments as they relate to the mission of the Institute, the NIH, and other Federal agencies.

2. Works with the Director, NIBIB, to provide analysis and tracking of research goals and research progress. As such, provides analysis of NIH-wide extramural research priorities to the Director, NIBIB.
3. In coordination with the Director, develops, plans, and organizes scientific meetings and symposia to promote progress through information sharing. Symposia may be used as a device for bringing concerned scientists up to date on the status of complex mission related research or on the development of problems.
4. Works with the Institute Director to meet and interact with industry, academia, and private interest groups, members of Congress, officials of other Federal agencies and officials of foreign governments for the purpose of explaining the programs, mission, and goals of the NIBIB.
5. Works with the Scientific Director and Director of Extramural Science Programs to provide scientific direction and oversight to the programmatic divisions of the Institute.
6. As directed by the Institute Director, prepares budget and personnel plans, allocates resources, signs documents for financial and other commitments of the Institute and helps coordinate activities of all components of the Institute.
7. Helps determine the need for and takes part in the selection of professional staff for the Institute.
8. Actively promotes awareness and enforces strict adherence to ethics and standards of conduct statutes, regulations, policies, and procedures.
9. Supports the Institute in proactively developing and executing Departmental and NIH EEO and Work Force Diversity Programs.