

## Head of Agency Review Team Job Description

<b>Role</b>	Head of Policy Implementation
<b>Reporting Relationship</b>	Reports to the Transition Chair
<b>Role Summary</b>	The head of agency review must lead the effort to gain a clear understanding of the various agencies in the federal government and how they work together, identify pressing issues that will have to be addressed, and prepare teams of transition staff and volunteers to move into each agency following the inauguration to share and collect information and facilitate the transfer of leadership. He or she will have to coordinate closely with both the policy and personnel teams, and ideally have a broad understanding of the functions of various federal agencies and offices within the White House. The agency review head plays a key role in setting a cooperative tone with each agency and should be someone who endeavors to work in cooperation with the career staff and outgoing political team.
<b>ROLE ACCOUNTABILITIES AND COMPETENCIES</b>	
<b>Individual Accountabilities</b>	<ul style="list-style-type: none"> <li>• Align on strategic goals and principles of agency review process with Transition Chair and Candidate:             <ul style="list-style-type: none"> <li>• Priority agencies given policy goals</li> <li>• Specific priority issues within agencies given policy goals</li> <li>• Structure of agency review deliverables (executive summary, strategic briefing paper, budget memo, and data file)</li> </ul> </li> <li>• Build Agency Review team             <ul style="list-style-type: none"> <li>• Select leads for each functional area grouping of agencies</li> <li>• Oversee selection of agency leads and selection/vetting of landing team members</li> </ul> </li> <li>• Design and execute strategy around engagement with agencies             <ul style="list-style-type: none"> <li>• Prepare landing team members to enter agencies</li> <li>• Establish cooperative tone with agencies</li> </ul> </li> <li>• Oversee development of agency review deliverables</li> </ul>
<b>Shared Accountabilities</b>	<ul style="list-style-type: none"> <li>• Liaise with Operations team to hire members of Agency Review team and onboard landing team members</li> <li>• Align with Policy Implementation team on priority agencies and strategic priority issues within each agency</li> <li>• Provide input to Appointments team on prioritization strategy of presidentially-appointed positions</li> <li>• Provide input to Appointments team on position descriptions for priority presidentially-appointed positions</li> <li>• Provide input to Appointments team on potential candidates for most critical positions within priority agencies</li> <li>• Provide support to Appointments confirmation teams in preparing and briefing nominees for confirmation hearings</li> <li>• Assist President-Elect Support team in designing Cabinet orientation and retreat</li> </ul>

#### Key Competencies

- Deep understanding of the governing philosophy and policy objectives of the candidate
- Government experience, with both legislative and executive branch experience
- Broad understanding of the functions of various federal agencies and offices within the White House
- Prior management experience
- Demonstrated ability to lead large teams
- Knowledge of key experts and prior officials at key agencies who might be tapped to lead and join agency review teams



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