

Together we are help and hope for everyone living with dementia



Candidate pack
Interim Associate Director of
Evidence, Policy & Influencing

Welcome

Thanks for your interest

Due to an internal secondment, we have a vacancy for an Interim Associate Director of Evidence, Policy & Influencing to join us for a 12-month fixed term contract. This is a really exciting time to join Alzheimer's Society as we continue to grow our reach and impact. We are looking for an experienced system leader who has worked extensively within health and social care, you will understand the complexities of this landscape and come with demonstrable leadership credentials and huge ambition to influence across government and health.

About us

Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Associate Director of Evidence, Policy & Influencing

Position in the organisation

Reports to the Chief Policy & Research Officer
Leads the Evidence, Policy & Influencing team
Part of the Society's Senior Leadership Team
Part of our Research & Influencing directorate

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Associate Director for Evidence, Policy & Influencing (EP&I) is critical to our ambition to achieve at-scale change, changing policy across Northern Ireland, England and Wales through making dementia a priority for decision makers.

Dementia is at a critical juncture, and we need a powerful, evidence-based case for change deployed innovatively across national and local systems. Working closely with other senior leaders across the Society, you will ensure that our work to change system-level policy is integral to the charity's major priorities. Everything this role does is rooted in integrating evidence, policy and influencing work with the wider Society's work, and building our credibility as system leaders. Our credibility is enhanced by the strength of our evidence, the applicability of our policy positions and how we conduct ourselves as system leaders. This role is accountable for making progress on those aspects of the Society's work.

Leading department heads and accountable for our Make Dementia a Priority programme, this role is a key part of the Senior Leadership Team within the directorate and corporately.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.



Key accountabilities and responsibilities

- Accountable for our strategic evidence base, our organisational policy positions and all influencing work, nationally and locally
- Accountable for all planning, performance and impact reporting within EP&I and more widely across the Research & Influencing directorate
- Accountable for the recruitment, retention and development of the team, role-modelling a high challenge, high support culture of continuous improvement
- Build and maintain strategically significant and impactful relationships with the most influential stakeholders across the system
- Drive a culture of accountability and agility across EP&I to make most effective use of talent, capacity and resources
- Ensure clear and productive links between our EP&I work and income generation, working with colleagues to develop propositions and cases for support
- Working with other senior leaders, drive systems leadership practice across all our work
- Role-model and embed an integrated, 3-nations approach to our work
- Ensure EP&I work complements and aligns to strategic marketing and comms plans
- Be accountable for risk management and compliance in areas such as pharma/medtech engagement and political lobbying
- Develop our status as a thought leader in dementia, using relationships with key opinion leaders to reinforce our efforts to change policy
- Provide high quality, proactive analysis of the external environment and advice to senior leaders to inform strategic decision making across the Society
- Build strong relationships with the CEO, Executive Leadership Team, other Associate Directors and Board members to build awareness and engagement in EP&I work
- Communicate our corporate and policy objectives externally at a high level through the media, at events and through professional networks
- Deputise for the Chief Policy & Research Officer where appropriate.

We are looking for someone who can

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines

Person specification and selection criteria

Skills & knowledge

- Deep understanding of the external policy environment
- Record of impactful relationship-building with prominent decisionmakers, yielding policy change
- Experience of providing strategic advice to senior colleagues, including to CEO and Board level
- Understanding and experience of using systems leadership to drive change
- Comfortable with leading change, holding ambiguity and ensuring collective leadership of major programmes of work
- Strong record of working across complex organisations to deliver major programmes of work
- Strong record of individual and team development, driving performance and quality improvement
- Strong understanding of the interface between evidence, policy and influencing

Competencies & personal attributes

- Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.
- Proactive and self-starting
- Curious, constantly questioning the status quo
- Celebrates progress and impact rather than activity
- Eager and able to work at pace in a complex environment
- Deeply committed to personal and team development
- Flexible, dynamic, creative and committed to excellence and continuous improvement
- Able to manage senior roles and their performance; experience of driving a highperformance culture through objectives, development, clear accountabilities, performance management, coaching and feedback loops.
- Able to inspire and lead people, committed to attracting a diverse workforce and operating in an open and inclusive way



Our benefits

Salary Range

£87,839 - £98,819

Terms

12-month fixed term contract

Financial Security

- Group Personal Pension Plan with Scottish Widows - with up to 8% employer contribution rate
- Life Assurance Scheme - two times your annual salary
- Society Plus and Smart Spending App - giving you unbeatable savings at hundreds of retailers

Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications

Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards

Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy

Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning

Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave

How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact ruby.judge@starfishsearch.com. To make an application, please go to <https://starfishsearch.com/jobs/alz-int-ass-dir-evi-pol-inf/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet what we're looking for.

Closing date:	7th March 2025
First Interviews commence:	13/14th March 2025
Final Interviews:	26th/27th March 2025
Start date:	Immediate

