Alzheimer's Society

Senior Research Portfolio Officer

Job description

Together we are help and hope for everyone living with dementia

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.

Senior Research Portfolio Officer

Position in the organisation

Reports to the Senior Research Manager
Member of our Research team within the Research and Innovation department
Part of our Research and Influencing Directorate

Purpose of this role

At Alzheimer's Society, we are committed to ending the devastation caused by dementia. Achieving this future relies on bold, ambitious research - which is why today we are funding over £50 million in world-leading dementia research and support a network of more than 400 researchers across the UK. Our pioneering research programme drives innovation, empowers leading scientists, and ensures that people affected by dementia shape the questions we ask and the breakthroughs we pursue. Together, we are tackling the biggest challenges in dementia so that everyone can access the diagnosis, treatments, care and support they deserve.

The Research team plays a central role in delivering this ambition. We ensure that every project we fund is of the highest quality and aligned with the Society's strategy. Passionate, evidence-driven and solutions-focused, we work collaboratively across the organisation to strengthen the UK dementia research ecosystem, accelerate scientific understanding and create equitable pathways from discovery to impact - ensuring research leads to real-world benefit for all those affected by dementia.

As in-house experts, we champion research at every stage. We make complex science accessible, engaging and meaningful, ensuring breakthroughs are widely understood and effectively communicated. By translating evidence into inspiring stories, we position Alzheimer's Society as a trusted leader in dementia research and motivate more people to join us in driving change.

We are looking for someone who is passionate about supporting high-quality research, building connections and identifying opportunities to drive forward Alzheimer's Society's Research strategy, supporting our mission to improve the lives of people affected by dementia through research.

The Senior Research Portfolio Officer will support the Research team to deliver and develop Alzheimer's Society's research funding program. Your role will have a particular focus on managing and coordinating a portfolio of strategic research projects and partnerships, building strong relationships with researchers, clinicians, and partners. You will also help ensure that the impact of our research is maximised and reported appropriately. Key to the success of this role will be close, integrated working to support the whole Research and Influencing department, working alongside teams such as Research Communications, Strategic Evidence and Innovation, to support the effective communication and translation of our research funding.

You will be line managed by the Senior Research Manager and have the opportunity to learn and develop your knowledge of dementia research and the wider research landscape, working in a function that benefits from working closely with teams across the organisation while engaging with leading dementia researchers.

This is a varied role that plays an important part in ensuring the successful delivery of Alzheimer's Society's research funding programme. You will ensure that our strategic investments and partnerships deliver maximum impact by supporting their effective delivery and identifying ways we can provide maximum support. You will work with a range of stakeholders, including researchers, clinicians and colleagues across the organisation, to ensure that the impact of our funded research is highlighted to support income generation and support our policy and influencing priorities. You will also play a role in ensuring that the outputs of our funded research deliver real-world benefit for people affected by dementia, by identifying opportunities to support translation.

You will develop and use your understanding of dementia research and networks within the research community to spot opportunities to further develop our research programme and partnerships. You will also have the confidence and communication skills to represent Alzheimer's Society at conferences, events and meetings.

You will enjoy being part of a motivated team and helping us achieve shared objectives and goals.

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

- Manage a portfolio of funded research projects to ensure strategic alignment, timely delivery, and measurable impact
- Work collaboratively across the Research team and wider organisation, to support the reporting of the outcomes and impact of our funded research projects and partnerships, including the tracking of core research impact metrics.
- Support the delivery and stewardship of key research partnerships, including with the UK Dementia Research Institute, working closely with the Research and Influencing Partnerships Lead and Heads of function within Research and Innovation.
- Monitor external developments and opportunities relevant to dementia research, to identify and support the development of potential research funding opportunities and partnerships
- Work with our strategic evidence team, highlight research evidence and outcomes to inform our policy and influencing priorities.
- Build relationships across the organisation to support translation of the outputs of our funded research into practice, policy, and real-world impact.
- Contribute to the development and delivery of workshops, expert meetings and stakeholder events to support the strategic delivery and growth of our research strategy.
- Build strong relationships with internal and external stakeholders, including key members of the research community

- Represent the charity professionally in external meetings, workshops, conferences and stakeholder forums.
- Ability and willingness to travel independently on behalf of the Society, including occasional overnight stays and international conference attendance, as required.
- Contribute to the wider Research Grants team, for example by supporting the delivery of our research funding schemes during busy periods

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.

Person specification and selection criteria

Skills & Knowledge	Application (A) or Interview (I)
Undergraduate degree in health or life sciences, or relevant experience	A/I
Understanding of medical research, research governance and/or the UK health and research environment	A/I
Experience managing or coordinating multiple projects or programmes with differing timelines	A/I
Experience working collaboratively with partners, researchers or clinicians to deliver shared objectives	A/I
Ability to present complex information in accessible and understandable ways	A/I
Ability to build strong relationships with a wide range of stakeholders, including with senior colleagues and researchers	A/I

Able to think creatively and spot opportunities to increase the impact of our research programme internally and externally	A/I
Solution-focused with proven ability to seek advice, problem-solve and adopt flexible approaches	A/I
Strong facilitation, listening and influencing skills to support consensus building	A/I
Excellent oral and written communication skills	A/I
Strong IT skills	A/I

Competencies & Personal Attributes	Application (A) or Interview (I)
Be a team player, supporting colleagues when there are deadlines, and know when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication, tolerant and welcoming of differences of perspective and opinion	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I
Curious and constantly questioning the status quo	A/I
Eager and able to work at pace in a complex environment	A/I
Independently minded and a critical thinker	A/I
Flexible, creative and committed to continuous improvement	A/I

Able to adapt to situations, people and challenges	A/I
Pragmatic individual who is ambitious for themselves and others	A/I

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Criminal Record Check

This post may be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). Please select the level of Check required for this role:

Basic ☐

Enhanced ☐

Not Applicable ☒

Candidates - If you require further information regarding Criminal Records Check, then please contact: **careers@alzheimers.org.uk**

Hiring Managers - If you require further information regarding Criminal Records Check for this role, then please contact: **Employeesupport@alzheimers.org.ukants**

Our benefits

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

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

Personal Development

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

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

Recognition

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

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