

Policy 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.

Policy Officer

Position in the organisation

Reports to the Policy Manager

Member of our Policy team, sitting within Evidence, Policy and Influencing

Part of our Research and Influencing directorate

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialists 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.

This role is key to supporting Alzheimer's Society's ambitions to drive major system and policy change in diagnosis, care and treatment across England, Northern Ireland and Wales at an exciting time in dementia policy.

Evidence-based, collaborative, engaging and innovative policymaking will be central to everything the Policy Officer does. The Policy Officer will play an important role in determining what the Society thinks about the big issues affecting people affected by dementia. Through robust scoping and policy development, the role holder will help to identify the action needed to affect change and help ensure our influencing activity is evidence-driven, timely and relevant across the three nations in which we work – nationally and locally.

The Policy Officer will be a team player, naturally collaborative, have fastidious attention to detail, enjoy working out a complex external environment, and be curious and challenging of the status quo. They will be an expert policy advisor to colleagues across the Society and support Policy Managers to deliver against agreed integrated plans, including helping to monitor progress and performance and working with others to gather evidence, insight and data to underpin our policy work.

Key to the success of this role is engaging others in the policy development process, sharing analysis, opinion and insight to inspire high-quality, dynamic policymaking.

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

- Scope, develop and work with others to mobilise our organisational policy positions, in line with agreed organisational priorities.
- Help to monitor and report progress on our policy activity in line with the Evidence, Policy and Influencing integrated plan, noting how policy work is informing our approach to national and local influencing.
- Ensure the experience and insight of people with and affected by dementia is at the heart of all our policy work.
- Embed all work in a systems leadership approach, working across organisational and geographical boundaries to achieve objectives.
- Drive engagement, awareness and involvement in our policy work through effective communication across the Society and beyond to ensure maximum impact.
- Produce high quality, innovative policy-related content for internal and external audiences.
- Help build consistency and understanding around our policymaking and engagement across all three nations across by working together to deliver against our shared priorities alongside others in Evidence, Policy and Influencing.
- Build impactful, sustainable relationships with external stakeholders such as partners in NHS systems, Government, think tanks and other charities, to further our strategic objectives.
- Monitor and analyse the external environment, spotting and reporting trends, opportunities and risks.
- Be involved in commissioning new evidence and insight to support our policymaking.
- Brief colleagues across the Society on developments in the external environment and progress towards our policy objectives.
- Develop cross-sector alliances and deploy professional networks to further our objectives.
- Undertake any other reasonable duties which may arise from time to time and which are commensurate with the general level of the post.
- Ability and willingness to travel independently on behalf of the Society, including occasional overnight stays as required.
- To comply with relevant legislation and guidance related to lobbying.
- To support and enable volunteering activities.

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	Application (A) or Interview (I)
Worked and thrived in a fast-paced and complex policy environment, with a sound understanding of the wider political environment, preferably in relation to health and care	A/I
Involved in supporting national policy change, resulting in tangible impact	A/I
Able to deliver confidently and clearly against agreed plans	A/I
Comfortable and confident in dealing with internal and external stakeholders	A/I
Able to understand and work across geographical and organisational boundaries	A/I
Involved patients, service users and/or those living with long-term health conditions in your work	A/I
Understanding of the concept and practice of systems leadership	A/I
Experience in supporting the development of evidence-based policy positions	A/I
Understanding and experience of translating policy into influencing strategies	A/I
First-class written and verbal communication skills with experience in producing high-quality and accessible policy content and translating highly complex data and developments into insightful commentary and recommendations	A/I
Comfortable working with ambiguity	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	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

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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 & Dependents

- 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