

# Head of Corporate Planning

## 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.

# Head of Corporate Planning

## Position in the organisation

Reports to the Associate Director of Finance.  
Manages the Corporate Planning Team.  
Part of our Finance and Assurance 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.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance. The Head of Corporate Planning will lead the process of corporate annual planning and provide the Society with accessible, timely and accurate insight and understanding of its performance in delivering on strategic objectives.

This means bringing together people from across the organisation to support with reporting against the corporate plan, ensuring activity is aligned and mutually supporting towards the strategy to stop dementia devastating lives.

First class partnership is critical to this role, operating as a vital source of insight for the organisation, analysing and advising the organisation on what is working, or what might need to change. This role works hand-in-hand with other Finance team department heads to deliver an accountable, efficient, improvement-driven approach to the Society's entire financial and corporate strategy, providing the leadership team with the information they need to run the organisation.

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

- Lead the Corporate Planning team ensuring that the Society has the right business intelligence to drive improvements.
- Lead the Corporate Planning Process and produce the corporate plan to provide clear objectives to budget and within risk appetite, to deliver our strategy.
- Analyse and understand our corporate plans and perform against them and provide that insight to the leadership of the organisation.
- Work with finance, risk and other relevant teams to align reporting on progress, outcome, finance and risk. Producing timely, accurate and engaging reporting and dashboards with the aim of driving decision making at Executive and Board level.

- Be comfortable engaging with stakeholders all over the organisation and confident and capable in your communication with them. You should have a variety of approaches to facilitating discussions, running workshops and driving engagement and understanding of our plans and how we measure them.
- Always be looking to improve the performance of the Corporate Planning function ensuring that the organisation remains agile in delivering impact aligned with the strategy.
- Set, track and report impact of activity as part of integrated team, directorate and corporate reporting.
- Own and manage the departmental budget, ensuring resources are allocated effectively to meet strategic and operational objectives.
- Ensure highly developed and impactful external networks inform the Society's approach and decision making.
- Work with other leaders across Finance & Assurance, delivering the directorate plan and embodying a culture of high support, high challenge, compassionate leadership for all our people.
- Manage people resource, ensuring our financial accounting capacity across the team and Society is flexible, agile and responsive to developments while retaining a strong strategic focus.
- Drive performance, continuous improvement and accountability at every level and every project, taking personal accountability for the performance and development of the Corporate Planning team and shared responsibility for the Finance & Assurance directorate.
- Deputise for the AD Finance, as necessary.

## **We are looking for someone who can...**

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.
- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.
- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- 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 enthusiastic 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)
A deep understanding and significant experience of planning a large organisation's activity in a way that effectively supports delivery and the tracking of performance, driving continuous improvement.	A/I
Confident in engaging stakeholders at all levels in the process of planning and performance management and lead them through it.	A
Proven experience of providing powerful reporting on performance to drive decision making at senior levels.	A
Able to effectively communicate with stakeholders at all levels, lead workshops, present information engagingly and collaborate effectively.	I
Excellent facilitation, workshop leading and presentation skills including with executive and senior leadership.	I
Excellent analytical skills, able to provide insight from the data and influence decisions and priority setting at an organisational performance level.	I
Confident and experienced in leading a small team, managing their performance and developing their capability.	A

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively.	I
A critical thinker, able to identify and act on ways to work more effectively and efficiently.	A
Celebrates progress, solutions and impact rather than activity.	A

Delivers effectively to timelines in complex and sometimes ambiguous environments.	A
Deeply committed to the development of yourself and others.	A
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams.	I
Welcoming and respectful of diverse perspectives, experiences, and opinions.	A
A team player who sees opportunity and energy in working together to solve problems.	I

*Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)*

# 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