

Strategic Evidence Manager

Job description

It will take a society to beat dementia. Alzheimer's Society.



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.

Strategic Evidence Manager

Position in the organisation

Reports to the Head of Strategic Evidence.

Member of our Strategic Evidence team in Evidence, Policy and Influencing department.

Part of our Research and 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.

Strategic Evidence are our in-house experts in dementia data, economics, care and clinical research evidence. We are accountable and responsible for gathering, analysing, contributing and mobilising evidence and insight to strengthen the case for dementia across the UK - bringing this to bear to our people in Alzheimer's Society and the dementia system locally and nationally. We are evidence and data driven, factual and solution focused. Our strategic evidence base will be a highly authoritative point of truth based on the most credible and recent evidence.

Ultimately our strategic evidence base will ensure that the Society's decisions and interpretation of dementia and the system is based on the highest quality of dementia evidence and will:

- Demonstrate the scale of dementia in the UK.
- Demonstrate the impact of dementia on the system and those affected by the disease.
- Underpin the response of Alzheimer's Society and the wider system to the big challenges dementia poses.

We are looking for someone who is passionate about using evidence for good. As our Strategic Evidence Manager, you will have the responsibility of delivering the development and curation of our strategic evidence base.

Your role is key in driving major system and policy changes across England, Northern Ireland and Wales at an exciting time in dementia. You will work alongside another Strategic Evidence Manager and our Dementia Intelligence and Data Lead. Together, you will provide expertise on evidence, data and insight in the context of dementia.

You will manage two Strategic Evidence Officers who will be responsible for consolidating and generating existing and new dementia evidence, data, and insight. You are responsible for ensuring that the Society's decisions and interpretation of dementia and the system is based on the highest quality of dementia evidence. You will build and maintain strong working relationships with management teams across the organisation.

From our strategic evidence base, you will ensure that we have at our disposal actionable insights and implications and be pivotal in convening stakeholders internally and externally to ensure that they underpin responses to the big challenges dementia poses. Looking across our strategic evidence base, you will be able to make recommendations and inform decisions on the short- or long-term action required to address evidence gaps and limitations, including influencing for their fulfilment. You will also be able to spot opportunities to generate and commission new evidence, working in collaboration with external suppliers, think tanks or academics.

You will make our strategic evidence base everyone's business and unignorable – to our people, and key players in the dementia system. You will also be at the leading edge of emerging evidence in dementia, ensuring specialist knowledge is kept up to date by being aware of developments in the field of, attending training courses (where appropriate) and participating in other knowledge sharing events or networks.

You will also have the confidence to represent Alzheimer's Society at conferences, events and different types of media, raising the profile of strategic evidence as a critical function to Alzheimer's Society and the dementia system and using our strategic evidence base to stimulate debate and discussion on the most pressing challenges facing dementia across the UK.

You will have the skills required to manage and develop a team with a proven ability to inspire and motivate people to towards shared objectives and goals. You will encourage an environment where people can be themselves and safely share their opinion, and able to listen and support others. You will take responsibility for your you own development and encourage others to do the same.

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

- Operationalise a strategic evidence plan, ensuring that the Society's decisions and interpretation of dementia and the system is based on the highest quality of dementia evidence.
- Manage and monitor internal and external delivery of evidence projects that involve internal and external stakeholders, adhering to procurement guidelines and process where appropriate.
- Develop a sound, rounded knowledge of research evidence and other data and insight and leading strategic approaches to evidence collation, management and horizon scanning.
- Provide functional expertise on research evidence, data and insight to your team, and others, across the Society.
- Manage the consolidation of research, data and insight through the preparation of evidence briefs and other content.
- Responsible for the design and implementation of new and existing tools, processes and standards that create reciprocal mechanisms to ensure he Society's decisions and interpretation of dementia and the system is based on the highest quality of dementia evidence.
- Embed everything you do in a systems leadership approach, working across organisational and geographical boundaries to achieve objectives.
- Effectively communicate and engage the Society on the purpose, progress and impact of our strategic evidence base.
- Developing and managing direct reports, including setting clear development objectives and appraising performance.

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

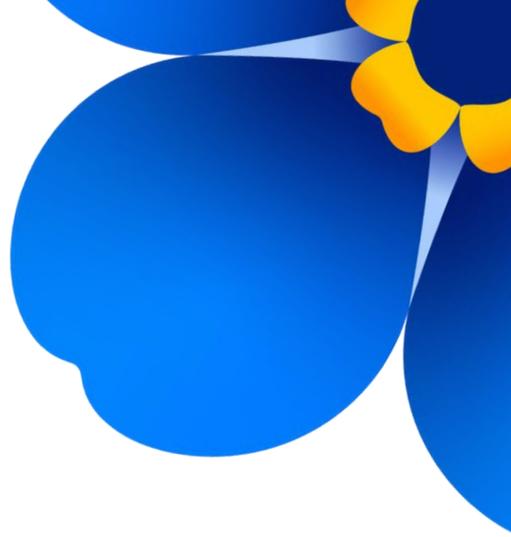
Skills & knowledge	Application (A) or Interview (I)
Experience of working in the science, health, care or policy sectors or equivalent knowledge e.g. a qualification/degree in life sciences or a related field.	A
Knowledge, skills and experience in a wide range of social research methods including evidence synthesis, qualitative and quantitative research.	A/I
Good critical appraisal and analytical skills.	A/I
Knowledge and experience of navigating the health, care, economics and system analysis research environment, and ability to work with a range of researchers to gather existing evidence and commission research from third parties.	A/I
Effective communicator with the ability to gain credibility among key stakeholders including academics, policy makers and health and care professionals.	A/I
Experience of developing reciprocal mechanisms and processes for sharing evidence internally to inform strategic decision making, organisational knowledge and policy development.	A/I
Experience of project management and using project management skills to manage and deliver large and complex programmes of work with budgets and high exposure.	A/I
Experience of providing specialist evidence advice and guidance to team members and other internal colleagues.	A/I
Experience of involving people with lived experience in projects.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter with a determination to make a difference.	A/I
Effective organisational and timekeeping skills.	A/I
Good 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
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

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)

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Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions 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 cooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- 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