Dementia Data and Intelligence Officer
Job description

Together we are help and hope for everyone living with dementia

Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

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 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.

Dementia Data and Intelligence Officer

Position in the Organisation

Reports to the Dementia Data and Intelligence Lead.
Member of our Strategic Evidence team in Evidence, Policy and Influencing department.
Part of our Research and Influencing Directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

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 living with dementia and their carers.

Strategic Evidence are our in-house experts for 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 and bringing this to bear to our people at Alzheimer's Society and the external 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 a new role, you have the exciting opportunity to support and deliver how we evolve our ability to use health related dementia data in 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 be an internal and external influencer, using your deep understanding of Alzheimer's Society's strategy to manage the development and delivery of our strategic evidence base, involving stakeholders in the Society and key external partners outside. You will deploy an integrated and three-nations approach to our work, building consistency of approach and sharing of best practice while flexing to account for the different environments.

You will hold responsibility for providing in house expertise on health-related dementia data and will identify, track and analyse datasets specifically related to dementia, but also across the wider health and social care landscape and from a range of sources. You will specifically help us to understand the scale and impact of dementia across our three nations, both nationally and at a local level. You will support evidence gathering projects, providing advice on complex assignments and projects, and play an important role in sharing your expertise, building the capacity of others, and providing valued guidance to colleagues.

You will be a good communicator, adaptable to difference preferences and able to translate complex findings to engage and inform different audiences. Your critical thinking skills will enable you to appraise dementia data to ensure that we are able to make decisions using the best available evidence and to communicate the scale and impact of dementia, credibly. You

will also support the design, delivery and assurance of outputs from externally commissioned evidence gathering projects.

Your role will be critical to informing research, influencing and engagement activity through deep-dive analysis and synthesis of existing data, identification of need relating to the generation of new data, and the production of jargon-free engaging interpretation and information for both internal and external use. You will build and maintain strong working relationships with others teams such as brand, campaigns, media and external relations, working together to formulate the most impactful ways of expressing dementia facts and statistics.

You will also be pivotal in making strategic evidence everyone's business – to our people and the external dementia system. You will be solution focused, innovating and creating reciprocal mechanisms for mobilising our strategic evidence base so it can be used internally and bought to bear in national and local systems.

You will be able to prioritise your time and expertise so that we remain focused on addressing the most pressing strategic evidence needs and will inform learning, resources and tools that equip the rest of the organisation to appraise, interpret and use evidence in their work. You will be hot on the pulse of emerging trends and new data in dementia, sharing your insights with the Strategic Evidence team for discussion and debate to inform the identification of future opportunities and risks.

You will feel comfortable and confident to build relationships and communicating with the brightest minds and key players in the dementia system, brokering knowledge exchange and independent assurance of our work. You will be able to use your understanding of our strategic evidence base to prepare briefings, reports and other creative assets and support the strategic evidence leadership team in their preparations for discussing strategic evidence at internal and external meetings and conferences. You will also have the confidence to represent Alzheimer's Society at conferences and events, using our strategic evidence base to stimulate debate and discussion on the most pressing challenges facing dementia across the UK.

You will enjoy being part of a motivated team and helping us achieve shared objectives and goals. You will facilitate and encourage an environment where people can be themselves and safely share their opinion, and able to listen and support others.

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

- Supports the development and implementation of a strategic approach that enables the use of dementia specific and other relevant data in our strategic evidence base.

- Informs data advocacy, helping us demonstrate a case for change around the need for improvements in dementia data, by building a deep understanding of the quality and quantity of health-related dementia data.

- Combine datasets from various sources externally, generating actionable insights on the scale and impact of dementia that are understandable and impactful for different audiences and purposes

- To create engaging content for internal and external use, using appropriate data visualisations to present data in engaging and easily interpretable ways for non-data professionals

- Proactively advise on the use of and generation of data for our strategic evidence base, including acting as a trusted expert to help steward evidence generation that we commission externally.

- Support the development and management of a more robust single point of truth to ensure correct usage and communication of data and statistics internally and externally.

- Monitor, track and build relationships with key stakeholders across the England, Wales and Northern Ireland that will help to build our influencing data capability. Specifically, with external organisations such as OHID and the Dementia Intelligence Network, NHS England and identify other relevant potential stakeholders that can help advance data quality and availability within the field of dementia.

- Contribute new ideas and develop specific projects that contribute to the curation of our strategic evidence base and fill evidence gaps for informing our strategic priorities and/or activities, helping our people identify reliable and useable datasets and providing support in their use and analysis.

- Provide a range of different analytical skills, using methodologies appropriate to the data set and the ability to assess and combine datasets from various sources, both internal and external, to maximise the impact of using data

- Problem solve and offer solutions to ad-hoc data and analysis-related questions or requests to produce appropriate insights.

- Communicate through engaging written and presentation reports to all levels of the organisation, using appropriate visualisations to present data that are easily interpreted by a lay audience.

- Contribute data to external media and brand messaging that specifically helps us demonstrate the scale of dementia locally and nationally, to ensure our credibility as a trusted expert

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	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Qualification in discipline relevant to data analysis, or equivalent demonstrable work experience	E	A/I
Skills in using statistical analysis techniques to draw impactful conclusions from complex datasets	E	A/I
Skills in data visualisation with the ability to tailor the communication of your findings to different audiences, using tools such as Power BI or ArcGIS	E	A/I
Experience of using software packages or coding languages to efficiently process data and produce shareable outputs (R Studio, SQL, Python etc.)	E	A/I
Experience of preparing briefings, reports and other creative assets to support the sharing and mobilisation of data insights	E	A/I
Experience of providing advice and guidance on how to use data insights to team members and other internal colleagues	E	A/I
Experience of analysing and appraising data to inform policy and/or strategic decision making	E	A/I
Experience of using project and stakeholder management skills to deliver and monitor projects of work that require internal and external collaboration	E	A/I
Experience of working with health or social care related data	D	A/I
Knowledge of dementia and/or has worked with people with cognitive impairments	D	A/I
Experience of building and maintaining relationships with influential external stakeholders to share knowledge and work collaboratively towards shared goals	D	A/I

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

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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