

# Associate Director of Risk and Assurance 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.

# Associate Director of Risk and Assurance

## Position in the Organisation

Reports to the Chief Financial Officer.  
Member of our Risk and Assurance team.

## 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.

The Associate Director of Risk Assurance & Compliance will play a crucial role in ensuring the effective oversight, management, and mitigation of organisational risk.

This role will work closely with our Executive and Senior Leadership teams and the Board of Trustees to lead and elevate the prominence, understanding and organisation capability in relation to risk management, assurance of our internal control environment and compliance of legal regulations to which we are subject to adhere.

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

- **Strategic Leadership:** Direct teams to deliver outstanding results and work effectively and collaboratively at pace. Provide strategic direction and leadership to ensure the Society is able to deliver on its organisational strategy whilst being well-controlled, resilient and compliant. Champion and role model a strong culture of risk assurance and compliance for the Society.
- **Line Management:** Functional responsibility for the Assurance, Risk, Property, Sustainability, Legal and Governance teams. Line management responsibility for the Heads and leads of these functions.
- **Strategic Impact and Risk Management:** Be accountable to ensure that the Society meets its legal and regulatory obligations and effectively manages its risks whilst enabling business teams to deliver on strategic objectives and pursue opportunities. Oversee the Society's three lines of defence assurance framework and reporting systems, ensuring these operate effectively and provide a robust evidence base as to the Society's compliance with legal and regulatory requirements and industry good practice. Ensure the voices of people living with dementia shape the way we think, act and make decisions.
- **Service Delivery:** working with Executive Leadership Team (ELT) and Senior Leadership Team (SLT) to ensure comprehensive risk oversight and management. Advise and prepare regular reports for ELT and Board on overall risk appetite, health, and specific situational risk and mitigation strategies. Ensure compliance with Charity Commission regulations. Manage and provide oversight of the Property and Facilities team and Sustainability.
- **People and Leadership:** Provide leadership and direction to the organisation on risk and assurance matters. Drive a culture of accountability and compliance over risk management, enabling and empowering teams to take accountability for the risks they own, and for the development and monitoring of effective risk mitigation plans. Drive a culture of inclusion and high-performance through clear objective-setting, coaching and strong and effective feedback loops. Role model the Society's values and leadership competencies in everything we do, demonstrating a high level of self-awareness, continuous personal learning and development.

- Equity, Diversity, Inclusion and Belonging: Drive forward an inclusive and high-performance culture, ensuring that our values and expected standards of behaviour are embedded across the entire organisation, as well as in your own teams.
- Key Working Relationships: Key working relationships also include the Senior Leadership Team (SLT), Executive Leadership Team (ELT) and Board of Trustees. Engage people with lived experiences of dementia in co-designing solutions and in decision-making.

## **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)
Current auditing or accounting qualification or equivalent (e.g. CMIIA, ACA, ACCA).	E	A/I
Significant post-qualified experience in senior risk, assurance or regulatory roles.	E	A/I
Evidence of continuous professional development.	E	A/I
Ability to successfully lead compliance and risk functions, and to drive step change in performance and impact.	E	A/I
Demonstrates sound decision-making taking personal accountability for risks and decisions which carry organisation-wide impact.	E	A/I
Skilled at using data, insights and evidence to deliver impact.	E	A/I
Experience of building collaborative relationships, using appropriate challenge and support, managing conflict and behaviours and role modelling positive values-led leadership.	E	A/I
Skilled at developing and delivering change and continuous improvement at all levels.	E	A/I
Can demonstrate proactively seeking and acting on feedback and exceptional skills in listening and communicating across multiple audiences - including on high impact, high profile and complex topics.	E	A/I
Can demonstrate influencing and negotiation skills to achieve the best outcomes for the organisation overall.	E	A/I
Can demonstrate resilience under pressure, working with ambiguity, effectively balancing competing priorities and delivering at pace.	E	A/I
Skilled at balancing the delivery of sustainable results with supporting the positive wellbeing of our people.	E	A/I

Ability to manage senior roles and performance. Experience of driving a high-performance culture, at an organisational level, through clear accountabilities, objective setting, performance management, coaching, feedback and development for all.	E	A/I
Proven ability to think strategically and corporately, shaping organisation thinking, projecting direction and considering future implications.	E	A/I
Ability to inspire and lead people, committed to attracting a diverse workforce and operating in an open and inclusive way.	E	A/I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	E	A/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	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

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