

# Senior Research 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.

# Senior Research Manager

## Position in the organisation

Reports to the Head of Research.

Line manages the Research Grants Manager, Research Involvement Manager and Senior Research Portfolio Officer.

Responsible for the Research Grants & Involvement team within the Research and Innovation 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.

We are committed to ending the devastation caused by dementia. Achieving this future relies on bold, ambitious research – which is why today we are funding over £50 million in world-leading dementia research and supporting a network of more than 400 researchers across the UK. Our pioneering research programme drives innovation, empowers leading scientists, and ensures that people affected by dementia shape the questions we ask and the breakthroughs we pursue. Together, we are tackling the biggest challenges in dementia so that everyone can access the diagnosis, treatments, care and support they deserve.

The Research team plays a central role in delivering this ambition. We ensure that every project we fund is of the highest quality and aligned with the Society's strategy. Passionate, evidence-driven and solutions-focused, we work collaboratively across the organisation to strengthen the UK dementia research ecosystem, accelerate scientific understanding and create equitable pathways from discovery to impact – ensuring research leads to real-world benefit for all those affected by dementia.

As in-house experts, we champion research at every stage. We make complex science accessible, engaging and meaningful, ensuring breakthroughs are widely understood and effectively communicated. By translating evidence into inspiring stories, we position Alzheimer's Society as a trusted leader in dementia research and motivate more people to join us in driving change.

We are looking for someone who is passionate about the power of high-quality, impactful research in delivering real-world benefit for people affected by dementia. In this new role, you will lead our Research Grants & Involvement team, contributing to the development and delivery of our ambitious research strategy and ensuring that our research funding programme supports the highest quality dementia research, informed at every stage by those with lived experience. As our Senior Research Manager, you will lead a collaborative and purpose-driven team, working at the forefront of research that has the potential to transform lives.

This is a highly visible and strategic role providing expert input across all aspects of dementia research, including our own funding portfolio, to support our organisational priorities. You will use your knowledge of the dementia research landscape to identify emerging trends and opportunities and shape our research funding programme. Using your extensive experience in grants management, you will ensure that our funding schemes meet the needs of the dementia research community, that our processes align with best practice and ultimately, that the research we support achieves meaningful outcomes.

Your focus on impact will ensure that you use data and insight to inform decision-making and demonstrate the value of research investment.

You will build strong external relationships with funded researchers, and the wider dementia research community, maintaining a deep understanding of the dementia research environment and identifying opportunities to support translation and implementation. You will facilitate connections with researchers, funders, partners and other organisations ensuring research leads to real-world benefit.

You will have a strong commitment to co-production and inclusive research practice, with experience of working alongside people affected by dementia to shape research priorities, funding decisions, and evaluation. You will understand the value of lived experience in improving the quality, relevance, and impact of research and will ensure it is embedded consistently and meaningfully.

Working alongside the Head of Research and the Senior Research Communications Manager, you will be a member of the Research senior management team, contributing to the development and delivery of our research strategy. You will deputise for the Head of Research, including in decision-making when required, representing the organisation in internal and external forums.

You will represent Alzheimer's Society at conferences, events and in the media, raising the profile of our research.

You will lead and develop the Research Grants & Involvement team, creating an environment where people feel supported, empowered and able to contribute their best work. You will encourage continuous learning, collaboration and innovation, taking responsibility for your own development and supporting the development of 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

- Contribute to shaping Alzheimer's Society's research strategy, defining priority research themes aligned with our overarching organisational strategy.
- Act as a trusted senior expert on dementia research internally, using horizon scanning and in-depth knowledge of Alzheimer's Society's funding portfolio.
- Work collaboratively to support the identification of funding gaps and new opportunities and partnerships, leading the development of future funding initiatives aligned with Alzheimer's Society's research strategy.
- Oversee the delivery and continuous improvement of research grant operations, ensuring that processes maintain the highest standards and reflect sector best practice, working closely with the Research Grants Manager.
- Develop and implement robust processes and ways of working to ensure that our portfolio of funded research, including our strategic investments and funding partnerships, are managed effectively.
- Build relationships across the organisation, including at a senior level, to facilitate the translation of research outputs into practice, policy, and real-world impact.
- Work with other specialist teams across the organisation, including Impact & Evaluation and Research Communications, to ensure that the outputs and impact of our funded research are effectively measured, evidenced and showcased.
- Develop and maintain trusted senior level external relationships with leading dementia researchers, funders and partners, strengthening Alzheimer's Society's credibility as a leading research funder, and ensuring we are abreast of emerging trends and developments.

- Oversee the development and delivery of Alzheimer's Society's vision for meaningful and impactful involvement of people with lived experience of dementia across its research programmes, working closely with the Research Involvement Manager.
- Lead, inspire and develop a high performing team, building depth of expertise and strategic confidence and embedding a culture of test, learn and continuous improvement.
- As senior member of the Research team, deputise for the Head of Research and other Heads of function, where appropriate, in leadership forums and internal and external meetings.
- Provide strategic input into the development of annual directorate business planning and reporting.
- Manage the day-to-day operating budget for the Research Grants & Involvement team
- 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.

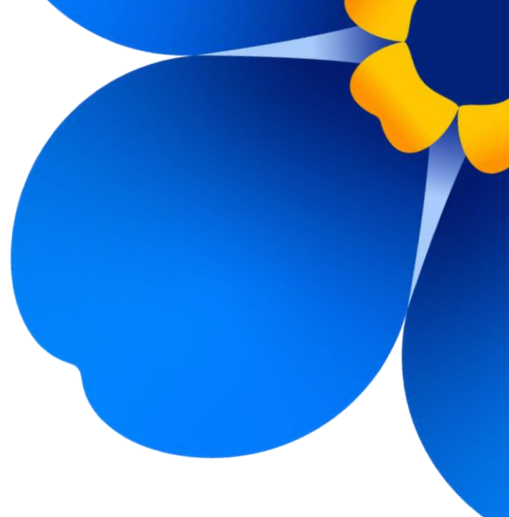
## **We are looking for someone who can...**

- 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.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Relevant experience or education qualification in a relevant biomedical or health discipline.	A/I
Extensive experience in research grants management, ideally in a medical research charity or similar funding organisation.	A/I
Knowledge of the UK research funding landscape and research ecosystem, ideally in dementia.	A/I
Demonstrable experience of contributing to or delivering research strategy, including translating strategic priorities into funding initiatives.	A/I
Ability to identify trends, gaps, and opportunities through horizon scanning and data analysis.	A/I
Experience of monitoring research outputs, outcomes and impact, including analysing and reporting on funded research portfolios.	A/I
Experience in a role that demonstrates understanding of cross directorate working and with co-ordinated interdependencies.	A/I
Experience of working with and managing relationships with researchers, clinicians, and external stakeholders.	A/I
Relevant knowledge of public involvement principles and methods.	A/I
Experience of embedding or supporting public involvement in research or working in a co-production environment.	A/I
Experience leading, mentoring and developing high-performing teams.	A/I
Confidence to work across multiple teams and to influence change in working practices.	A/I
Able to influence and advise senior stakeholders, driving alignment and change.	A/I
Able to manage several projects proactively and simultaneously, set priorities, problem solve, work independently, and meet agreed standards and deadlines.	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



# 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 coooselling
- 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