

Strategic Evidence Officer

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 Officer

Position in the organisation

Reports to the Strategic Evidence Manager.

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. 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, with the ability to navigate the internal and external environment. 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.

As our Strategic Evidence Officer, you will be responsible for gathering, analysing, contributing and mobilising evidence, data and insight to help build and curate a strategic evidence base that is built on the most recent and best available dementia evidence. You will work alongside two other Strategic Evidence Officers, and benefit from the support and expertise of a Strategic Evidence Manager, Dementia Data and Intelligence Lead and Economics Lead.

You will deliver and monitor evidence projects that help to build our strategic evidence base. This will include reviewing and gathering different types of evidence to help us understand the scale and impact of dementia across the UK. Your skills in evidence will enable you to develop actionable insights, and to identify and articulate implications that can be used to inform policy, practice or research solutions for us, or the system.

You will be able to determine gaps and limitations in the current evidence base, or spot opportunities for new evidence to be generated, articulating how these gaps, limitations or opportunities may be addressed through recommendations to the Strategic Evidence Leadership team so that they can influence for their fulfilment. Through building and maintaining relationships across the organisation, your expertise and understanding of evidence, data and insight will enable you to act as a functional expert to our people, including supporting the use of our strategic evidence base in different types of content.

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 brought 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 evidence 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 to communicate 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

- Responsible for accessing, managing, analysing and presenting research evidence, data and insight.
- Consolidate research, data and insight through the preparation of evidence briefs and other content.
- Curate a variety of evidence types from a variety of sources, making data and reports from it useable and accessible.
- Provide functional expertise on research evidence, data and insight to colleagues across the Society.
- Contribute to the development of strategic approaches to evidence collation, management and horizon scanning and deliver them.
- Responsible for delivering and monitoring the delivery of evidence projects that involve internal and external stakeholders.
- Proactively highlight evidence gaps and be able to contribute to decision making on how we fulfil them.
- Developing, providing steer and reviewing evidence use in internal and external content.
- Support the delivery of new and existing tools, processes and standards that will enable our strategic evidence base to be mobilised internally and externally.
- Develop and report on the impact of strategic evidence.

- Effectively communicate and engage teams on the purpose, progress and impact of our strategic evidence base, maintaining strong working and collaborative relationships with other teams in research and influencing, dementia support and partnerships and income and engagement.
- Contribute and deliver elements of an internal and external communications and engagement plan to help the Society and others to raise awareness of Strategic Evidence.
- Identify, plan and deliver opportunities to represent Alzheimer’s Society as a system and thought leader, using our strategic evidence base to stimulate debate and discussion.

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

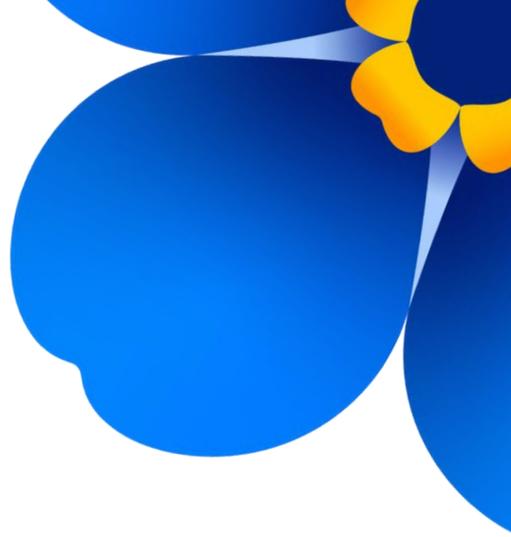
Skills & knowledge	Application (A) or Interview (I)
Evidence searching, reviewing and critical appraisal skills.	A/I
Ability to understand academic clinical and care literature, grey literature, data and insight.	A/I
Knowledge of a range of quantitative and qualitative research methods and their application.	A/I
Ability to explain and quickly distil complex information, drawing out key points and making clear recommendations.	A/I
Ability to write concise, engaging, and accessible evidence reports and briefings and other evidence content for a range of audiences.	A/I

Relevant experience of working in the science, health, or policy sectors.	A/I
Experience of providing advice and guidance to team members and other internal colleagues.	A/I
Experience of building and maintain relationships with influential external stakeholders, locally and/or nationally.	A/I
Experience of using project management skills to deliver and monitor projects of work that require internal and external collaboration.	A/I
Ability to plan, prioritise and deliver own workload to help achieve departmental priorities and objectives.	A/I
Understanding of and/or experience in translating evidence into policy or practice solutions.	A/I
Effective communicator with good written and verbal communication skills.	A/I
Good analytical and presentational skills.	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

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

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 coocusselling
- 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