

Innovation Portfolio Advisor 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.

Innovation Portfolio Advisor

Position in the Organisation

Reports to the Innovation Impact Investment Manager
Member of our Innovation team.
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.

The Innovation Portfolio Advisor will support the Innovation Impact Investment Manager with the ongoing management of our innovation product portfolio, cultivating and maintaining relationships with current and former Accelerator Programme Partners.

Our Accelerator Programme is designed to support people to boost new dementia products and innovations to market, delivering help and hope to people living with dementia. The 12-month programme offers up to £100,000 of investment along with business support and access to members of our Innovation Collective – a community of experts by experience and experts by profession across the dementia and innovation worlds. Through the Accelerator Programme, we have partnered with eighteen companies since 2019 and have invested in their products to help accelerate these to market for the benefit of people affected by dementia. Currently we have twelve innovation products at market with more expected in the near future.

The Innovation Portfolio Advisor will lead the due diligence process for all new partners and will work with the Legal team and the Innovation Impact Investment Manager to develop collaboration agreements specific to the investment and needs of each party. They will review proposed business plans associated with product development and support negotiations with partners, agreeing a return on investment. In some cases, partners may be universities, or spin outs from universities.

The Innovation Portfolio Advisor will apply their knowledge to support partners with product development and will work with partners to plan scaling products to market, identifying routes for commercialisation, considering intellectual property rights. In addition, they will support partners with identifying further funding opportunities.

The Innovation Portfolio Advisor will lead on monitoring contractual requirements of partners during and following the Accelerator Programme, whilst tracking the impact of our investment during the product lifecycle through developing metrics and impact methodology to monitor progress. The post holder will report on current partners and former partners on a regular basis, documenting the impact and return on our investments. This information will be shared with the Head of Innovation for reporting to the board.

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

- Develop and maintain relationships with new Accelerator Programme partners, supporting the assigned Senior Innovator with current partners as they plan for implementation and scale of their product and as they move over to the impact investment portfolio.
- Lead the relationship with former partners within the impact investment portfolio, managing their ongoing needs, collaborating with internal and external stakeholders when required, highlighting potential routes to market, identifying risks and issues with taking products to market effectively, within budget and co-developed to a high standard.
- Responsible for advising on the development and scale of solutions that come out of our innovation programme by working with the Innovation team to identify routes to market. This includes engaging with manufacturers, distributors, suppliers, others and potential customers.
- Lead on the due diligence process for new Accelerator Programme partners with support from a Senior Innovator.
- Work with the Innovation Impact Investment Manager on managing the development and signing of collaboration agreements for new Accelerator Programme partners, working with the Legal Team.
- Lead on managing the process for licencing our brand and work with legal advisors to tailor brand licencing agreements and or commercial participation agreements where required.
- Responsible for reviewing Accelerator partner business plans with the assigned Senior Innovator, checking progress aligns with the initial plans and reporting to the Innovation Impact Investment Manager for processing Accelerator Programme payments according to expected progress and meeting requirements of the collaboration agreement.
- Identify, analyse and propose suitable models for return on investment and or equity share after undertaking market analysis and scoping proposals from new Accelerator Programme partners (small/large companies, universities, university spin outs, individuals e.g. academics, designers, engineers etc).
- Support the Innovation Impact Investment Manager with negotiating strategies for return on investment with new Accelerator Programme partners and other third parties when required.
- Develop impact methodology and metrics to monitor the impact and return on our investment during the product lifecycle and provide regular reports on these metrics to the Innovation Impact Investment Manager.
- Responsible for monitoring contractual requirements of Accelerator Programme partners for the duration of the partnership and return on investment, reporting regularly to the Innovation Impact Investment Manager.
- Monitor sales and maximise income generation through our product portfolio, reporting to the Innovation Impact Investment Manager.
- Work with the Senior Innovator to support with communications and marketing of products within the innovation portfolio, collaborating with internal and external stakeholders 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.
- 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)
A degree in a relevant subject or equivalent experience	A/I
Significant experience of supporting start-ups with planning for adoption and scale of products to market, and knowledge of the challenges associated with intellectual property rights, including patents, trademarking etc.	A/I
Knowledge and experience of identifying routes to market for products including working with manufacturers, distributors, suppliers and the opportunities and challenges associated with product commercialisation.	A/I
Exceptional communication and engagement skills with the ability to gain respect, build relationships and influence outcomes internally and externally at all levels.	A/I
Experience of maintaining a portfolio of products/programme of activity and extensive collaboration with internal and external stakeholders.	A/I
Knowledge and experience of investment strategies and models for generating a return through investment and equity share, and the implications of these.	A/I
Experience of reviewing and monitoring budgets and project plans.	A/I
Experience of reviewing progress of partnerships according to collaboration agreements and working with partners in relation to contractual requirements and expectations of the programme.	A/I
Experience of impact methodology and developing metrics for measuring the impact of investment.	A/I
Experience of producing detailed impact investment reports based on analysis of impact metrics, including the return on investment.	A/I
Experience of working with legal advisors to develop collaboration agreements and managing the review of agreements through to signing by all parties.	A/I
Experience of completing due diligence processes for new partnerships, including an understanding of minimum requirements for new businesses in relation to information governance, information security, insurance etc.	A/I
Knowledge of the requirements around brand licencing and commercial participation agreements and experience of working with legal advisors and partners on such agreements.	A/I
Experience of pitching products to organisations across the sector to test and measure their impact within different settings and creating opportunities for sales.	A/I

Experience of completing market analysis for new products and areas of business and utilising this information to enter into investment negotiations with new partners.	A/I
Understanding of health and social care systems	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 and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent 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

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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