

# **Dementia Data and Intelligence 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.

# Dementia Data & 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.

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.

Your role will be critical to informing research, influencing and engagement activity through deep-dive analysis of healthcare data, identification of potential data gaps and the most effective ways to fill them, and the production of jargon-free engaging interpretation and information for both internal and external use. You will 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.

You will feel comfortable and confident to build relationships and 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 be 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

- Support the development and implementation of a strategic approach that enables the use of dementia specific and other relevant data in our strategic evidence base.
- Inform 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.
- 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.
- 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	Application (A) or Interview (I)
Qualification in discipline relevant to data analysis, or equivalent demonstrable work experience	A/I
Skills in using statistical analysis techniques to draw impactful conclusions from complex datasets (for example patient level health records)	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	A/I
Experience of using software packages or coding languages to efficiently process data and produce shareable outputs (at least one of: R Studio, SQL, Python)	A/I
Experience of preparing briefings, reports and other creative assets to support the sharing and mobilisation of data insights with non-technical audiences	A/I
Experience of providing advice and guidance on how to use data insights to both technical and non-technical audiences	A/I
Experience of analysing and appraising data to inform policy and/or strategic decision making	A/I
Experience of using project and stakeholder management skills to deliver and monitor projects of work that require internal and external collaboration	A/I
Experience of working with health or social care related data	A/I
Knowledge of dementia and/or has worked with people with cognitive impairments	A/I
Experience of building and maintaining relationships with influential external stakeholders to share knowledge and work collaboratively towards shared goals	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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## Criminal Record Check

This post may 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). Please select the level of Check required for this role:

- Basic
- Enhanced
- Not Applicable

Candidates - If you require further information regarding Criminal Records Check, then please contact: [\*\*careers@alheimers.org.uk\*\*](mailto:careers@alheimers.org.uk)

Hiring Managers - If you require further information regarding Criminal Records Check for this role, then please contact: [\*\*Employeesupport@alheimers.org.uk\*\*](mailto:Employeesupport@alheimers.org.uk)

# Our benefits



## Financial Security

- Group Personal Pensions 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
- Bike Loan Scheme
- Season Ticket Loan Scheme



## Health & Wellbeing

- BUPA Healthcare Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted Gym Membership with Society Plus
- Lived Experience Networks
- Wellbeing Events
- Bike Loan Scheme



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Early career researchers
- Financial support towards relevant professional qualifications
- Study leave



## Family & Dependants

- Paid time off work for fertility treatment
- Paid time off work to support those transitioning
- Enhanced family leave – 16 weeks paid leave for all eligible parents
- Paid compassionate time off work and bereavement leave
- Paid time off work for dependants



## Recognition

- Annual people awards evening
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Starting at 27 days annual leave plus bank holidays (pro-rata)
- Career breaks
- Flexible working