

Head Of Safe Practice

Job description

Together we are help and hope for everyone living with dementia



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.

Head Of Safe Practice

Position in the organisation

Reports to Associate Director of Practice and Compliance

Member of our Practice and Compliance Leadership Team, and Dementia Support and Partnerships Leadership Team

Part of our Demetia Support and Partnerships directorate.

Limits of Authority

Ultimate accountability for the organisational approach and delivery of safeguarding remains with Trustee's, and for Information Governance through our Senior Information Risk Officer (Chief Officer). The organisations delegated risk owners (Chief Officers/Associate Directors) hold responsibility for organisational decision-making, accountability for risk and risk management decisions.

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.

An ambassador for the delivery of high-quality safe practice across the charity, including within its locally based and universal services portfolio. The Head of Safe Practice provides exceptional leadership in relation to safeguarding, health and safety, and Alzheimer's Society approach to the delivery of safe and compliant management of information.

The post holder will work across boundaries to monitor, report, and provide assurance on organisational and service-level performance relating to these areas of legal and regulatory compliance. Championing ongoing developments and improvements to build on behaviours and activities across the charity which provide openness, transparency, and knowledge to inform employee and volunteers of their joint responsibilities to ensure that Alzheimer's Society continues to champion best practice in all these areas.

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 ensuring the establishment of controls, and that robust assurance processes and activities in all areas of safeguarding, information governance, health and safety, are embedded across the Society and that there are timely, proportionate, and relevant reporting and insight to and from all lines of responsibility from our frontline staff to our Trustees.
- Responsible for leading, and effective management of:
 - The Safeguarding Team; including the effective and efficient delivery of safeguarding risk, and case management and consultation.

- The Information Governance Team; line managing and championing the role of the Society's Data Protection Officer and acting as the Deputy Caldicott Guardian for the Society. Ensuring high quality compliant and effective management of information, including data protection, records management, and information security.
- The Health and Safety Team; ensuring that the Society delivers a safe, secure, healthy, and compliant environment for all employees, volunteers, involvement participants, service users, and all others that the Society interacts with.
- Responsible for ensuring that the Society keeps abreast of best practice, regulatory and legislative changes, and the external landscape, to ensure that the Society is well prepared to adapt to future changes in line with the delivery of our strategy.
- Ensuring policy, procedures and training are up to date, well understood, and monitored for compliance across the Society, and overseeing communications and engagement.
- Responsible for the delivery of relevant annual and quarterly performance, compliance, and risk reporting across our committees, corporate groups, and Board of Trustees.
- Responsible for ensuring that all serious incidents and reportable incidents are identified, managed appropriately, reported, and escalated as required within our governance frameworks, and in accordance with Charity Commission, ICO, and HSE requirements.
- Ensuring that equality, diversity, and inclusion is embedded and that it is in integral part of thinking, problem solving, delivery, and assurance.
- Facilitate cross-functional collaboration and promote the visibility and value of Safe Practice teams within the wider organisation.
- Act as a coach and mentor, helping team members develop technical skills, judgement, and confidence in decision-making.
- Budget responsibility as per Alzheimer's Society financial delegation of authority.
- Other activities and responsibilities as required of the role and its leadership accountabilities.

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)
Experience of working in a health or social care setting at a senior level, with the ability to demonstrate strong leadership, understanding of the sector, and impact in your field. Relevant professional qualification (e.g. Social Work BA/MA, DipSW, BScN, or equivalent) would be an advantage, but we're equally keen to hear from those with substantial practical experience and the skills to make a real difference.	A/I
Significant experience in the management of safeguarding at a senior level.	A/I
Ability to deliver change, improvement, and driving forward high performing, successful and resilient teams.	A/I
Demonstrable knowledge of the statutory, regulatory, and legislative frameworks associated with this role. Including an understanding of Caldicott principles.	A
Experience of developing organisational policy and procedures and successfully implementing into practice.	A/I
Excellent understanding and experience of analysing and using data to drive improvements.	I
Ability to negotiate and influence in relation to complex information and provide robust, accurate, evidence informed reporting to a range of audiences, including Trustees.	I
Leadership experience regarding serious incident reporting and management; including allegation management of employees/volunteers.	I

Competencies & personal attributes	Application (A) or interview (I)
Invests in people , creates ownership of accountabilities, identifies and supports talent development. Encourages team to take managed risks and learn from mistakes. Shows progress and challenges through goals and indicators. Seeks to resolve issues and complexities within own area and cross-functionally.	I
Leads by example . Gives others the space, support, and autonomy to deliver. Builds trust and confidence as an expert in their field both internally and externally.	I

Makes appropriate judgements around seeking the expertise of others when needed. Looks ahead using learning, insight, and thought leadership.	
Anticipates challenges , surfaces tensions before they escalate, doesn't shy away from difficult conversations. Looks upwards and outwards to find who can help, and who they can help. Effective involvement of the right people at the right time and plans early to avoid surprises and to mitigate risks.	I
Demonstrates self-awareness , understands how own behaviour and emotions impact on others. Prioritises inclusivity, builds diverse teams, and invites challenge. Confidently leads through ambiguity , works through change and complexity.	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**

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

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