

# Policy Officer

## 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.

# Policy Officer

## Position in the Organisation

Reports to the Policy Manager  
Member of our Policy team.

This post sits in our Research and Influencing directorate. The role holder will work collaboratively with other across Alzheimer's Society, particularly with others in Evidence, Policy and Influencing.

## 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.

This role is key to supporting Alzheimer's Society's ambitions to drive major system and policy change across England, Northern Ireland and Wales at an exciting time in dementia policy.

Evidence-based, collaborative, engaging and innovative policymaking will be central to everything the Policy Officer does. The role will play an important role in determining what the Society thinks about the big issues affecting people affected by dementia and will support all our work to underpin our influencing activity across all three nations as well as locally too.

The Policy Officer will be a team player, naturally collaborative, have fastidious attention to detail, enjoy working out the external environment, and be curious and challenging of the status quo. They will support Policy Managers to implement a policy development strategy and be an expert policy advisor to colleagues across the Society. The postholder will support work around identifying the policy action needed to affect change in dementia at national and local levels across Northern Ireland, England and Wales.

The role involves understanding and then delivering against integrated plans, monitoring progress and performance, and working with others to gather evidence, insight and data to underpin our policy development. Key to the success of this role is engaging others in the policy development process, sharing analysis, opinion and insight to inspire high quality, dynamic policymaking.

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

- Scope, develop and work with others to mobilise our organisational policy positions, in line with agreed organisational priorities.
- Monitor and report progress on our policy activity and its impact to help inform our approach to national and local influencing.
- Ensure the experience and insight of people with and affected by dementia is at the heart of all our policy work.

- Embed everything you do in a systems leadership approach, working across organisational and geographical boundaries to achieve objectives.
- Drive engagement, awareness and involvement in our policy work through effective communication across the Society and beyond to ensure maximum impact.
- Produce high quality, innovative policy-related content for internal and external audiences.
- Help build consistency and understanding around our policymaking and engagement across all three nations across by working together to deliver against our shared influencing priorities alongside others in the Advocacy & System Change team.
- Build impactful, sustainable relationships with external stakeholders such as partners in NHS systems, Government, think tanks and other charities, to further our strategic objectives.
- Monitor and analyse the external environment, spotting and reporting trends, opportunities and risks.
- Be involved in commissioning new evidence and insight to support our policymaking.
- Brief colleagues across the Society on developments in the external environment and progress towards our policy objectives.
- Develop cross-sector alliances and deploy professional networks to further our objectives.
- 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.

## Other tasks

- To understand the Society's overall strategy as well as directorate strategies and how our National Influencing work plays a part in these
- To adhere to all the Society's service standards, policies and procedures.
- To comply with the Data Protection regulations, ensuring that personal information remains confidential.
- To comply with relevant legislation and guidance related to lobbying.
- To champion the diverse needs of people affected by dementia by working in a manner that facilitates inclusion and collaboration, within and beyond the Society.
- To support and enable volunteering activities.
- To 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.

- To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements, and to manage others' performance and development effectively in line with our People Plan.

## 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.
- To champion the diverse needs of people affected by dementia by working in a manner that facilitates inclusion and collaboration, within and beyond the Society.
- To support and enable volunteering activities.
- To 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.
- To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- Work to embed a culture of inclusion and collaboration, within and beyond the Society

## Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Worked in a complex policy environment	D	A/I
Involved in supporting national policy change, resulting in tangible impact*	D	A/I
Operated and thrived in a fast-paced, complex environment	E	A/I
Able to deliver confidently and clearly against agreed plans	E	A/I

Comfortable and confident dealing with external and internal stakeholders	E	A/I
Able to understand and work across geographical and organisational boundaries	E	A/I
Involved patients, service-users and/or those living with long term health conditions in your work	E	A/I
Understanding of the concept and practice of systems leadership*	D	A/I
Experience of supporting the development of evidence-based policy positions	E	A/I
Understanding and experience of translating policy into influencing strategies	E	A/I
First class written and verbal communicator with experience of producing accessible, high quality policy content	E	A/I
Sound understanding of the external environment – policy, political, preferably in relation to health and care	E	A/I
Able to translate highly complex data and developments into accessible and insightful commentary or recommendations	E	A/I
Comfortable working with ambiguity	E	A/I

<b>Competencies &amp; Personal Attributes</b>	<b>Essential (E) or Desirable (D)</b>	<b>Application (A) or Interview (I)</b>
Excellent communication skills, both verbal and written	E	A/I
Work collaboratively and be able to prioritise your workload effectively and remain solution focussed throughout your areas of work.	E	A/I
Strong interpersonal and interpretation skills will allow you to have open jargon-free conversations with the business.	E	A/I
Excellent organisational and timekeeping skills.	E	A/I
Excellent attention to detail.	E	A/I
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	E	A/I

Be a self-starter and incredibly motivated.	E	A/I
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Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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](mailto:careers@alzheimers.org.uk)

# 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 & Dependents

- 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