

Senior Corporate Planning Manager

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.

Senior Corporate Planning Manager

Position in the organisation

Reports to the Head of Corporate Planning
Line Manages Corporate Planning Data Manager
Member of our Corporate Planning team.
Part of our Finance & Assurance 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.

In Finance & Assurance, our vision is to be the Society's single point of truth. We are trusted partners, credible experts, working as one team to be a true enabler to the organisation as it makes impact to end the devastation of dementia.

Partnership, collaboration, accountability, professionalism and a restless desire to constantly improve are needed in every role across Finance & Assurance.

The Senior Corporate Planning Manager is a vital role to lead, manage and design the roll out of a brand-new corporate planning process and to ensure the organisation has a high-quality corporate plan, to support turning our ambitious strategy into action!

It will require someone who can coach, facilitate and mentor colleagues in corporate planning, as well as someone who can capture, review and analyse internal and external planning data. Providing insight is a core role of this team and the Senior Corporate Planning Manager, will lead much on how we provide it.

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

- Management of a brand-new corporate planning process and end-product, with a particular focus on aligning activity planning and financial planning, via a plan then fund model.
- Support the Head of Corporate Planning with the roll out of a newly designed process across the organisation and support the change programme required to embed valuable benefits.
- Manage the organisation wide communications plan for corporate planning.
- Manage relevant reporting requirements for the corporate plan.
- Innovative design and delivery of digestible and easy to use tools and templates for corporate planning.
- Provide expert analysis of critical planning data, leading on gathering, validating and analyzing internal and external data for senior leadership decision making.

- Documentation creation and curation for digestible and engaging communication to stakeholders.
- Build strong, resilient relationships with key stakeholders, ensuring engagement and collaboration, particularly Heads of department, business partners and business managers.
- Build and maintain integral relationships with critical roles within finance and assurance.
- Coaching and training colleagues where required to upskill stakeholders on corporate level and operational level planning.
- Facilitate planning workshops with leaders and stakeholders across the organisation.
- Develop & maintain centre of excellence for planning (corporate & operational) supporting the organisation with best practice planning methods.
- Champion, alongside colleagues across the Finance team and wider Society, robust expectations and compliance with corporate and financial planning processes, taking proactive action to address challenges.
- Through effective leadership of direct reports and peers role model a high challenge, high support culture with accountability and performance as critical drivers to success, ensuring individual and team development is front and centre of our approach.

We are looking for someone who can...

- Understand the critical role of Finance & Assurance as an enabling partner directorate in ultimately creating impact to end the devastation of dementia, linking everything you do back to the ultimate objectives of the Society.
- Work collaboratively and enthusiastically with colleagues across Finance & Assurance and across the Society more widely to deliver first class partnership and expertise.
- Role-model our values and embrace a high challenge, high support, high performing environment.
- Drive continuous improvement, including through bringing best-practice from across the sector and more widely, using horizon-scanning and networks to bring new ideas to the table.
- Have the ability and willingness to travel independently on behalf of the Society on request, including occasional overnight stays as required.
- 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 enthusiastic 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)
Expert in cross organisational corporate level and functional planning for mid-size to large organisation, with a focus on bringing the strategy to life via corporate planning. With experience to support others to do so well and according to best practice.	AI
Ability to coach and train colleagues in new planning skills with experience in change management to provide a combination of personalised support and structured learning to foster growth and development.	AI
Ability to identifying critical dependencies using a structured approach to managing the intricate links between the valuable aspects of our corporate plan. This includes documenting and classifying them, ensuring each stage of the cycle is effectively managed.	A
Demonstratable experience in resource management and financial literacy identifying and forecasting resource needs for functional plans, to ensure optimal use of staff time and finances.	AI
Track record and experience in complex data analysis involving collation, cleaning and interpretation of varied data sets, utilising statistical methods and tools to identify patterns, trend and relationships within the data, for reporting & decision making purposes .	AI
Experience in purposeful stakeholder analysis and management , understanding stakeholders’ interests and motivations to create effective individual and cross organisational strategies for communication .	AI
Demonstratable experience and confidence in engaging & acting as a powerful influencer with stakeholders at all levels and building strong stakeholder networks at a senior leadership level.	A

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	I
A critical thinker, able to identify and act on ways to work more effectively and efficiently	I
Celebrates progress, solutions and impact rather than activity	A

Delivers effectively to timelines in complex and sometimes ambiguous environments	A
Deeply committed to the development of yourself and others	A
Resilient and adaptable, with a strong work ethic and the ability to navigate changing situations and diverse teams.	I
Welcoming and respectful of diverse perspectives, experiences, and opinions	A

*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