

# Local Systems Influencing 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.

# Local Systems Influencing Officer

## Position in the Organisation

Reports to the Local Systems Influencing Manager  
Member of our Local Systems Influencing team, sitting within Evidence, Policy and Influencing.  
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.

This role will support Alzheimer's Society's ambitions to drive major system and policy change at a local level across England, Northern Ireland and Wales at an exciting time in dementia policy.

The Local Systems Influencing Officer will mobilise our policy positions at a local system level with a focus on engaging with Integrated Care Systems, local authorities and regional NHS teams.

Holding local decision-makers to account and making the case for dementia to be the priority it needs to be, are central to this role. This role will operate in a highly complex, adaptive set of systems and will be responsible for making change in a dedicated region as well as being part of a fluid and flexible team operating across the Evidence, Policy and Influencing department.

The Local Systems Influencing Officer will be naturally collaborative, curious and challenging of the status quo. They will support the delivery of local systems influencing activity, working with our local campaigner base and Evidence, Policy and Influencing colleagues to ensure our influencing work is highly integrated locally and nationally and based on our policy positions.

They will support the Local Systems Influencing Managers to implement the local systems influencing strategy and be an expert advisor to colleagues across the Society. The role involves understanding and implementing plans, as well as working with others to gather evidence, insight and data to underpin our work, including our policy development. Key to the success of this role is engaging others across the Society as part of our whole-Society approach to local systems.

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 hold decision-makers to account locally, including through working with local campaigners.
- Support national policymaking through the collection and presentation of locally specific insight.

- Support the creation and management of a new community of practice spanning local systems and nations in the pursuit of improvements in dementia.
- Ensure the experience and insight of people with and affected by dementia is at the heart of all our local systems influencing work.
- Ensure everything is undertaken within a systems leadership approach, working across organisational and geographical boundaries to achieve objectives.
- Drive engagement, awareness and involvement in our local influencing work through effective communication across the Society and beyond, with a particular focus on building understanding amongst colleagues.
- Produce high-quality, innovative content for internal and external audiences.
- Help to build consistency and understanding around our work by working alongside Evidence, Policy and Influencing colleagues to deliver against our shared priorities.
- Build impactful and sustainable relationships with external stakeholders including partners within Integrated Care Systems, regional NHS teams, local authorities, other local charities, local politicians and campaign groups.
- Develop cross-sector alliances and deploy professional networks to further our objectives. Undertake any other reasonable duties which may arise, and which are commensurate with the general level of the post.
- Have the ability and willingness to travel independently on behalf of the Society, including occasional overnight stays as required.

## Other tasks

- Work collaboratively with internal colleagues to play a role in the implementation of plans, measuring and reporting progress.
- Work with colleagues across the three nations to ensure that Local Systems Influencing activity is tailored to the context and needs of specific nations and regions.
- Responsible for the day-to-day delivery of local influencing strategies, the production of policy analysis and driving internal and external awareness of our work.
- Represent the Society and build and manage relationships with key influencers and partners.
- May represent the Society in media interviews, at conferences and seminars across the UK. Deputise as appropriate for the Local Systems Influencing Managers.

## 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.
- Champion the diverse needs of people affected by dementia by working in a manner that facilitates inclusion and collaboration, within and beyond the Society.
- Support and enable volunteering activities.

- 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.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- 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 local 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 working with campaigners to create change.	E	A/I
Experience of translating policy positions into local campaigns.	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 policy and political environment, preferably in relation to health and care.	E	A/I

Strong analytical and presentational skills.	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
Experience of working collaboratively, able to prioritise your workload effectively and remain solution focussed throughout your areas of work.	E	A/I
Strong interpersonal and interpretation skills to allow you to have jargon-free, open conversations.	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

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.

# 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 dependents 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