

# Corporate planning data 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.

# Corporate Planning Data Manager

## Position in the organisation

Reports to the Senior Corporate Planning 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 Corporate Planning Data Manager supports the organisation with the corporate planning process and help to ensure the organisation has a high-quality corporate plan, to support turning our ambitious strategy into action.

This position will play a pivotal role in ensuring robust and expert data modelling and analysis to provide the society with critical information for valuable decision making, creating one credible source of truth. This is not just a data role; it is a pivotal position that supports senior stakeholders in accessing both internal and external data, understanding its significance, and translating it into actionable insight.

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

- Design and built corporate planning data models that are clean, simple and digestible to our users and critical stakeholders. Providing insight to support corporate decision making.
- Gather & provide data and analysis on internal and external opportunities or threats from internal knowledge sources and external data sources, to produce critical insight for analysis against our corporate planning data.
- Innovative design, creation and management of new Power BI dashboards ensuring both corporate and operational planning data readily available, accurate and digestible.
- Manage corporate planning progress & reporting data so we are able to produce one source of truth to the organisation.

- Work with other teams throughout the organization to align critical data from across finance, planning, risk, people and strategy, for reporting and analysis purposes, without duplication.
- Accessible document management and arena page updates top support strong and visible communications across the organisation.
- New planning template design, creation and management to support data models, with clear corresponding guidance for stakeholders.
- Analyse corporate planning data and highlight critical insights.
- Build strong and resilient internal stakeholders across the organisation to understand our strengths and weaknesses and identify areas of risk to the corporate plan.
- Support Finance and Assurance leadership, Heads of, Business Managers and Business Partners with planning data analysis in connection to the corporate plan.
- Work closely with the strategy teams to analyse and assess alignment to latest strategic data analysis.
- Ensure integrated relationships with others across the Finance team, developing strong feedback and status loops to ensure a single point of truth is communicated.

## **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)
Experience in designing and creating organisational <b>planning templates for gathering and monitoring planning data</b>	A
Expert in <b>data modelling</b> to provide clear and organized visual representation of planning data structures, with the ability to cohere, distil and present data and information in different ways appropriate to the audience.	AI
Track record and experience in <b>complex data analysis</b> involving collation, cleaning and interpretation of varied data sets, utilising statistical methods and tools to identify patterns, trend and relationships within the data. To provide data led recommendations and impact orientated reporting.	AI
Expert in <b>Power BI, SharePoint, Excel</b> , and it would be desirable to have knowledge of Salesforce and Unit 4	AI
High levels of <b>financial literacy</b> to enable you to actively participate in financial discussion and support with the financial elements of planning.	A
Experience in purposeful <b>stakeholder analysis</b> understanding, engaging and influencing stakeholders through their interests and motivations, to create effective strategies for communication and to build strong stakeholder networks at all levels	AI
Understanding of <b>external environment analysis</b> , using systematic approaches to understanding the macro-environment factors that will impact our sector.	AI
Demonstrable experience working within <b>operational or corporate planning</b> teams, or within a financial or PMO setting.	A

Competencies & personal attributes	Application (A) or interview (I)
Takes initiative and is comfortable working independently as well as collaboratively	A

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