

Job description



Senior Policy Officer

Main purpose of job

Alzheimer's Society is the UK's leading support and research charity for people with dementia, their families and carers. There will be 850,000 people with dementia in the UK by 2015 with numbers set to rise to over 1 million by 2025.

With dementia firmly on the public policy agenda we have an ambitious programme of work, including making society more inclusive of people with dementia and influencing the government and NHS structures. We are looking to recruit a senior policy officer to support this work.

Reporting to the policy manager you will work independently and proactively, identifying and developing key areas of policy work, building relationships with key policy influencers and briefing colleagues. You will also have line management responsibilities within the policy team.

Significant experience working in a policy related role is essential. Excellent oral and written communication skills are also vital and you will need to work with internal and external stakeholders at all levels. Line management experience is required. Experience in planning and working strategically is also desirable

Position in organisation

The senior policy officer will report to the policy manager and will be a member of the Policy, Campaigns and Partnerships directorate and will liaise at all levels inside the organisation. The senior policy officer will have responsibility for managing two policy officers.

Dimensions and limits of authority

- The senior policy officer will work as part of the policy team on developing the Society's policy on dementia issues.
 - They will respond to external and internal enquiries without reference within criteria agreed by the policy manager.
 - The senior policy officer will draft responses to consultative documents to be approved by the head of policy and public affairs.
 - Represent the Society and manage and build relationships with key external figures as agreed with the policy manager
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Duties and key responsibilities

- To contribute to the development of Society public policy and lead on specified key public policy projects.
- Play an integral part in engaging and motivating staff, research network volunteers, Society members, and other stakeholders as appropriate, to develop policy.
- To proactively identify new areas of work key to people with dementia and their carers in the short/medium/long-term. With the policy manager prioritise them and develop a strategy to realise them.
- Draft responses to complex and far-reaching public consultations. Positively inform and influence decisions, practices and systems affecting people with dementia, their families and carers.
- With the policy manager identify key policy influencers with whom to initiate and develop mutually beneficial relationships.
- Provide timely and comprehensive briefings to the media team and other media representatives as required.
- Write and contribute to parliamentary briefings for MPs and Peers.
- To identify and participate in groups as directed by the policy manager. To represent the Society as appropriate at meetings with other organisations and work effectively with voluntary sector and public sector organisations in relation to policy work and to speak on occasions on the Society's behalf.
- To line manage specified members of the policy team.
- To deputise for the policy manager and head of policy and public affairs, with respect to policy, in their absence.
- To undertake any other reasonable duties which may arise from time to time and which are commensurate with the general level of the post and as requested by the head of policy and public affairs.

Organisational responsibilities

- To adhere to all the Society's service standards, policies and procedures.
 - To comply with the data protection regulations, ensuring that information on clients remains confidential.
 - To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
 - To work in a manner that facilitates inclusion, particularly of people with dementia
 - 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.
 - To 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.
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Person specification



All of the following requirements are essential, unless marked with a * when they are desirable, and will be assessed from a combination of information provided from the application form and interview process.

Education and qualifications

- Degree or equivalent academic qualification
- Higher degree qualification in health or social care policy/research methodology*
- Understanding of the new health and social care landscape and developments

Skills, personal attributes and experience

- Significant experience in a policy related role, ideally within health and social care
- Line management experience
- Demonstrable ability to manage a public policy project across a geographically dispersed organisation.
- Demonstrable ability to influence key decision makers and/or the policy agenda
- Experience of gathering evidence and/or data that results in a clear set of recommendations and/or results in influencing change
- The ability to identify and plan new areas of public policy work.
- Ability to establish priorities and manage a complex workload in order to meet tight deadlines.
- Ability to identify and build positive relationships with volunteers and staff across the Society, and key external organisations and influencers.
- Excellent verbal and written communication, including the ability to represent the Society at meetings and speak on occasions on the Society's behalf.
- Ability to contribute to a large team, and engage and motivate team members
- Ability to work proactively and independently
- Ability to involve people affected by dementia, wherever possible and appropriate
- Ability to meet occasional need to travel and stay overnight

Criminal records check

This post may be subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS). For Northern Ireland this post may be subject to a satisfactory criminal records disclosure from Access NI. For further information on the Society's criminal records check policy email recruitment@alzheimers.org.uk
