

**Practice Implementation  
Specialist (Quality and Learning)  
Fixed-term contract (12 months)  
Part-time (21 hours/week)**

**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.

# Practice Implementation Specialist

## Position in the organisation

Reports to the Head of Knowledge and Learning, with matrix management to Head of Quality and Insight as needed.

Member of our Practice and Compliance team

Part of our Dementia Support and Partnerships 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.

As Practice Implementation Specialist (Quality and Learning) you will lead work to design, develop, and deliver outstanding results that contribute to our corporate strategy. Working collaboratively as an ambassador for a culture of continuous improvement, you will support with the implementation and delivery of service models. You will help ensure that the right knowledge, learning, quality and insight support is in place for our people to deliver excellence in their practice with people affected by dementia.

The role will require a current knowledge and understanding of developments in services, care and support for people with dementia and those affected by it. This will be coupled with high-level communication, influencing, organisational and reporting skills.

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

- Representing the Head of Knowledge and Learning or the Head of Quality and Insight at Dementia Support and Partnerships Leadership Team and other settings, presenting on their behalf as needed.
- Use networking and horizon-scanning to maintain an overview of developments in practice delivery. Use this to negotiate, inform and establish requirements of teams across Practice and Compliance, especially Quality, Learning, Knowledge and Insight.
- Work closely with managers in these teams to ensure these requirements are fed into planning ready for implementation.
- Lead on specific projects or pieces of work within the Dementia Support and Partnerships plan, especially those that require collaborative working across multiple teams across the Society or external partners.
- Analyse data, draft reports, write business cases and strategic documents as required.
- Deputise for the Head of Knowledge and Learning or the Head of Quality and Insight on an ad hoc basis, covering budgeting, occasional line management or other duties as required.

## 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.
- Be responsible 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)
Relevant degree or equivalent practical experience	A/I
In-depth understanding of health and social care practice, including different models, in relation to supporting people affected by dementia	A/I
Experience of working within health or social care setting	A/I
Ability to manage cross-organisational projects with multiple stakeholders	A/I
Strong verbal, oral and written skills in communication and influencing	A/I
Experience of using data to understand quality of service provision	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

*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