

## Job description

<b>Job title:</b>	Deputy Director – Research, Evidence and Impact
<b>Team:</b>	Research, Evidence and Impact
<b>Location:</b>	Remote (some travel with overnight stays)
<b>Hours of work:</b>	37.5 hours
<b>Contract:</b>	Permanent, full time
<b>Benefits include:</b>	33 days (plus eight bank holidays) 8% employer pension contribution (Aviva) or access to continue NHS Pension Enhanced maternity, paternity, adoption, and shared parental pay Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
<b>Reporting to:</b>	Chief Nursing Officer
<b>Direct report/s:</b>	Head of Insights and Evaluation, Head of Research and Publications Team

## Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often devastating condition. Millions of us will know someone living with dementia. Many will be directly affected it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected and thrive.

## Purpose of job

This is a senior role to lead on research, evidence, and impact activities within the clinical directorate. The post holder will be expected to provide senior leadership over all research and evaluation related activities across the relevant teams to

support greater evidence driven development of Admiral Nursing and its impact on families facing dementia.

The post holder will be expected to take a key role within the senior leadership team to ensure that research, evidence and impact is represented in operational and strategic planning for the charity and champion evidenced decision making.

The post holder will be expected to act as a representative for the charity on all aspects of our research and evaluative activity and promote our work to internal and external stakeholders, ensuring that Dementia UK becomes a respected and trusted source for clinical and academic information within the field.

The post holder will lead on all elements of research and evaluation ensuring that teams are correctly resourced and deliver plans in line with strategic and organisational priorities.

The post holder will ensure that all activities put people with dementia and their families at the centre and that activities relating to these areas have lived experience and co-production embedded within them.

## **Key accountabilities and responsibilities**

### **Strategic, operational leadership**

The Deputy Director will:

- Ensure teams are well resourced and able to deliver on the Charity's strategic aims, and are supported to deliver their operational plans
- Lead discussions with external stakeholders and partners to ensure that Dementia UK has strong representation across key national priorities in relation to research, evidence, and impact regarding dementia.
- Provide senior leadership to members of Dementia UK's Insights and Evaluation Team and the Research and Publications Team to ensure a high quality of planning, data collection, analysis and reporting which is robust and is accessible to a range of audiences
- Lead key cross directorate research, evidence and impact activity and be accountable for engagement across teams collaborating with other Deputy Directors and Heads of Departments as necessary
- Ensure oversight of operational budgets across the two teams and support business case development for expansion and growth of activities as and when required

- Be accountable for all aspects of research and evaluation governance ensuring that we undertake activity that follow best practice standards in research and evaluation processes and mitigates any risks involved
- Act as a spokesperson for Dementia UK for research, evidence, and impact as and when required
- Continually evaluate progress of the performance of both teams and actively look for opportunities to grow and expand our impact and evidence base in relation to people with dementia and their families

### **Expert practice**

The Deputy Director will:

- Lead the development of people within relevant teams to continually improve their skills and knowledge and to create a culture of learning that supports career development and progression for staff working within these teams
- Provide expertise, guidance and set standards in the planning, gathering, analysis, reporting and dissemination of research and evaluation and play an active role in coaching others
- Lead a culture of co-production and inclusivity in the planning and delivery of research and evaluation activities to ensure that our work in this area reflects the experiences of people with dementia and their families
- Provide support and supervision as required to those undertaking further academic study
- Demonstrate excellent academic and report writing skills and set standards for these across the teams, ensuring high quality evidenced based reporting across the teams
- Actively publish within reputable academic journals and press either individually or as part of wider team to ensure that Dementia UK's reputation and academic credentials are of the highest standing. Coach and support other team members to develop their skill in academic writing
- Uphold and demonstrate high professional standards at all times

### **Research grant capture and other funding**

The Deputy Director will:

- Lead and support others in the development of research and other grant funding proposals to support our charity and impact activity

- Liaise closely with fundraising teams to support research bids and other fundraising activities to generate research income
- Work across Dementia UK to ensure that accurate data provided by teams is used in the correct way to secure additional funding to support the wider aims of the charity

### **Partnership leadership**

The Deputy Director will:

- Lead and oversee academic partnerships and research collaborations, fostering and strengthening research collaborations so that Dementia UK continues to develop its reputation as a high quality academic partner
- The post holder will be responsible for high level stakeholder management, troubleshooting and effectiveness of academic collaborations and keep executives and Trustees up to date with partnership process as necessary
- The post holder will ensure that academic collaborations have the required governance and assurances, working with other teams in the charity to ensure this

### **Evidence**

- Provide leadership and direction in building a culture within the Charity that puts evidence at the heart of planning and delivery
- Improve the evidence base for Admiral Nursing by championing the progression of evidence in the areas of strategic priority

### **Communication**

The post holder will be expected to:

- Produce written communication of highly complex and sensitive information including, reports, policy documents, written critiques of literature, evaluation, research and consultation documents, research funding bids
- Conduct public speaking at conferences, reporting of research, evaluation and audit findings of a complex nature disseminating knowledge and information
- Be an effective communicator and negotiator with all health and care disciplines, various levels of management, academics and with people living with dementia and their families

- Have high levels of interpersonal skills in working with internal team members and with external stakeholders

## General

- Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- Have a strong working knowledge of Dementia UK's vision, mission and impact.
- To undertake all duties in line with the Dementia UK's policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.
- Undertake any other duties related to the job purpose and which may be necessary, as required.

This job description is not exhaustive and is subject to change in accordance with business need.

## Person specification

Criteria	Application	Interview
Expert understanding of the health and social care landscape in relation to people with dementia and their families, research, audit, and service evaluation		X
Educated to, doctorate / Advanced degree in a health and social care subject	X	
Extensive experience of academic activity including strong publications record and in the fields of research and / or impact	X	X
Strategic leadership over research and/ or evaluation within higher education or health and social care organizations	X	X
Track record in grant capture and other income generation	X	X
Demonstrates high level of leadership over PPI , co -design and co -production of research / audit and evaluations	X	
Excellent IT literacy including relevant applications for data analysis and evaluation	X	X

Experience of operational and team leadership including budgeting and resource management	X	X
National expertise in research and/ or evaluation activity	X	X
Confident communicator and public speaker and a track record of engaging with media	X	X
Track record in developing academic skills in others and supporting clinicians in academic writing and research / evaluation methods	X	X
Demonstrate mentoring and problem-solving skills	X	X
Ability to lead teams and autonomously and the ability to work with internal and external stakeholders	X	X
Senior leadership experience	X	
Ability to translate theory into clinical practice outcomes and evidence	X	X
Change management skills		
Experience leading audit and evaluation of services	X	X

<b>Desirable Qualifications, knowledge, skills, and experience</b>		
<b>Criteria</b>	<b>Application</b>	<b>Interview</b>
Leadership Qualification	X	
Evidence of workforce development	X	X
Experience of developing and managing projects	X	X
Experience taking part in executive / board level meetings	X	X
Clinical background	X	
Recent experience of health and social care organisations	X	X
Evidence of recent continuing professional development	X	

Relevant teaching qualification / presentation and teaching skills	X	
Knowledge and interest in evaluation research methods and methodologies	X	X

<b>Personal attributes</b>		
<b>Criteria</b>	<b>Application</b>	<b>Interview</b>
Excellent communication and interpersonal skills		X
High level of credibility as a nurse and leader	X	X
Calm under pressure with an ability to work in a dynamic environment, dealing with conflicting priorities		X
Excellent Team-working skills	X	X
Highly organised with excellent planning skills	X	X
Able to build and maintain relationships	X	X
A highly motivated self-starter, able to work autonomously with minimum supervision		X
Ability and willingness to travel on behalf of the Charity, including overnight stays as required		X
Able to engage people with dementia and their families		X
Presence and confidence to act as an ambassador for Admiral Nursing and Dementia UK		X

### **Our values**

Compassion  
Collaboration  
Integrity  
Ambition