



# VACANCY PACK

Join us as we lead the search for a cure.



Registered with  
FUNDRAISING  
REGULATOR

**ALZHEIMER'S  
RESEARCH UK** **FOR A  
CURE**



## WELCOME TO ARUK

If nothing changes, one in two of us will be directly affected by dementia – either by caring for someone with the condition, developing it ourselves, or both. Alzheimer's Research UK exists to change that.

As the UK's leading dementia research charity, we're working to revolutionise the way we treat, diagnose, and prevent dementia. But we won't stop there. We will keep going until we find a cure.

### **Working for Alzheimer's Research UK, you can be part of a team that is:**

- Funding world-leading research into dementia across the UK and beyond. Our Research Network brings together nearly 3,000 dementia researchers, to share ideas, collaborate and accelerate our search for a cure.
- Providing information about dementia to people affected and their families.
- Helping to improve understanding about dementia and the potential for research to cure the diseases that cause it.
- Campaigning to keep dementia research on the political agenda and working to ensure government funding for research is a priority.
- Building a social movement behind our cause, inspiring thousands of people to stand with us to find a cure.
- Providing operational support to enable the charitable objectives to be met.

Alzheimer's Research UK is a fantastic place to work. Our pioneering spirit is reflected in the energy and drive of our employees. As CEO, I am extremely privileged to lead exceptionally talented and passionate teams who have the ambitions and determination to create a world free from dementia. We exist for a cure and, together, we will change lives.

*Hilary Evans*

Hilary Evans  
Chief Executive





# HEALTH & SAFETY MANAGER

# JOB DESCRIPTION

## Main Purpose of the Role

We are committed to providing a safe and healthy work environment for our employees, visitors, and the public. As part of our ongoing commitment, we are seeking a dedicated Health & Safety Manager to join our team.

The Health & Safety Manager is part of the Operations, Risk & Compliance (ORC) team, a key component of Corporate Services, and delivers a comprehensive and high-quality service across the organisation. This is an exciting role, keeping our employees, visitors and the public safe, and protecting the legal integrity of the charity.

As the Health & Safety Manager, you will be responsible for developing, implementing, and overseeing all aspects of health and safety protocols and procedures for our office-based and remote employees, visitors, contractors, and volunteers. Your primary objective will be to ensure compliance with all health and safety related regulations while fostering a culture of safety awareness and continuous improvement. You will appreciate the balance of compliance with the law, and the needs of our stakeholders. You'll be empowered to lead on exciting and varied projects which shape the way our charity works and supports making research breakthroughs possible.

## Key Responsibilities

Your duties will include, but not be limited to:

- Responsibility for inputting into and executing operational plans, and for the operational performance, of the health and safety of the organisation.
- Undertaking operational activities that require good judgement, creativity, and pragmatism, with autonomy and accountability.
- Develop, implement, and maintain comprehensive health and safety policies and procedures.
- Conduct regular risk assessments according to the needs of the business, including new and expectant mothers, events, health conditions, office assessments, DSE etc.
- Provide guidance and support to employees at all levels on health and safety matters, including training programs and awareness campaigns.
- Keep abreast of changes in health and safety legislation and regulations and ensure company compliance.
- Investigate accidents, incidents, and near misses, and develop strategies to prevent recurrence.
- Maintain accurate records and documentation related to health and safety activities, including incident reports and training records.
- Devise and maintain regular reporting and metrics for organisational use.
- Collaborate with other departments to integrate health and safety considerations into business operations and planning.
- Coordinate with external vendors, such occupational health providers, as necessary.
- Act as a liaison between employees and management regarding health and safety concerns, ensuring that all voices are heard and addressed.

**Additional Responsibilities:**

- Champion the principles equity, diversity and inclusion in all aspects of the role.
- Continuously develop professional knowledge and skills by on-the-job learning, attending relevant network groups, meetings, and conferences.
- Undertake any other duties, initiatives, and projects in line with the responsibilities of the role.

# PERSON SPECIFICATION

## Knowledge and Experience:

### Essential:

- NEBOSH Diploma or degree in occupational health and safety.
- Proven, previous experience in health and safety management in an office setting.
- Pragmatic and balanced approach to compliance.
- Ability to work independently and collaboratively in a fast-paced environment.
- In-depth knowledge of relevant health and safety regulations and best practices.
- Confidence in presenting / communicating to groups of people and / or senior leadership.
- Proficiency in MS Office suite and other relevant software applications.

### Desirable:

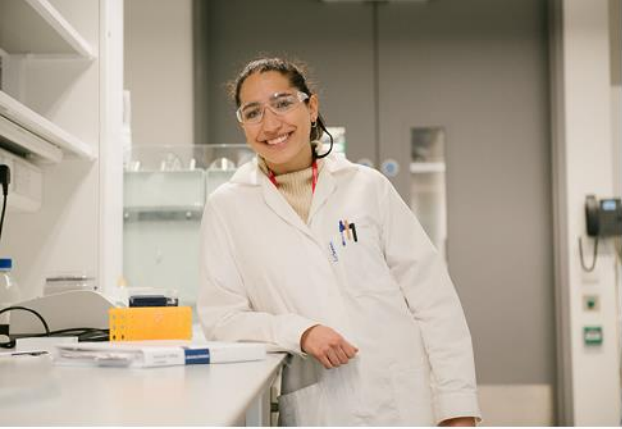
- Experience working with complex charities.

## Skills and Personal Attributes:

### Essential:

- Excellent communicator, both written and verbal – able to build rapport and demonstrate influencing, negotiation, and decision-making skills.
- Detail-oriented with strong organisational skills and the ability to manage multiple priorities effectively.
- Effective problem-solving skills with the ability to assess risks, develop effective solutions, and to exercise good judgement / initiative in a variety of situations.
- Ability to build relationships and inspire confidence and respect at all levels, a strong team player.
- Demonstrates and encourages ownership and responsibility; drive/motivation - has a “can-do” attitude and is committed to delivering results and strives for continuous improvement.
- Strong ethical standards and a high level of personal integrity.
- Administrative and IT skills; Outlook, Word, Excel, and PowerPoint.
- Up to date industry knowledge in related subjects.
- Ability to maintain discretion and confidentiality, while staying focused in a pressured environment, working independently and within a team.
- Ability to prioritise and coordinate workloads, to meet deadlines.
- Receptive to feedback and demonstrates flexibility, curiosity, and an ability to learn.





# WORKING AT ARUK

In 2022, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises ‘World Class’ levels of workplace engagement and were also listed in the prestigious Best Companies lists:

- 48th in the 100 Best Large Companies to Work For in the UK.
- 19th in the 100 Best Companies to Work For in the East of England.
- 3rd in the 50 Best Companies to Work For in the Charity Sector.

In addition, we were also shortlisted for a special award recognising the work undertaken on reducing our environmental impact.

In 2021, we were awarded the HR Management award by The Charity Times for our Wellbeing initiatives throughout the pandemic.

In 2020, we demonstrated our commitment to changing the way we think and act about mental health in the workplace and signed the Time to Change Employer Pledge.

ARUK really does look after its people, where you will be able to add value and make a difference.

In return, you will be recognised and rewarded for your contribution, and be given the opportunity to develop your skills, knowledge and experience.

You will also work in a supportive environment where our culture is built around our Leadership Attributes, where we are all expected to:

- Act with **integrity**
- Be **inspirational**
- Be **empowering**
- Be **aware** of our impact
- Work in a **collaborative** way
- Be **accountable**



# BENEFITS

Alzheimer's Research UK would not be able to achieve its vision or accelerate progress towards a cure without the talent and dedication of its employees. It is therefore important to offer a range of benefits which are designed to meet both the organisational and individual needs, are market competitive and designed to attract and retain employees.



## HOLIDAY ENTITLEMENT

Employees receive 25 days holiday per annum, plus the Statutory Public Holidays. For every 3, 6 and 9 years worked, employees will receive 1 additional day's leave. There is also the option to buy up to 5 additional days holiday per year or carry over 5 days holiday to the following year. This holiday entitlement is pro-rated for new starters and part-time employees.



## HEALTHCARE

Employees are offered **Private Medical Insurance**, a **Health Cash Plan**, **Life Insurance** and **Income Protection**. Our **Employee Assistance Programme** provides employees and their family members additional support on problems which may be impacting their work/home life, health and wellbeing and is available 24 hours a day, 365 days a year.



## SICK PAY

We offer enhanced Company Sick Pay, where employees receive their normal pay for up to 13 weeks (65 days) of absence through illness in any rolling 12-month period. This is pro-rated for part-time employees.



## PENSION

Subject to the eligibility criteria, employees are enrolled in our pension scheme but can opt out if they so wish. The charity contributes 5% and employees contribute a minimum of 4%.



## CYCLE TO WORK SCHEME

Employees can purchase a commuter bike, clothing and accessories, whilst spreading the cost over a 12-month period and making savings through a tax break.



## FAMILY FRIENDLY POLICIES

Our Family Friendly Policies have been designed to support employees by offering different types of leave that may be taken. Subject to the eligibility criteria, we also offer enhanced pay.



## LEARNING & DEVELOPMENT

My Learning, Our Breakthroughs programme has been designed to enable employees to develop their skills, knowledge and behaviours, add value and drive organisational success.





## TERMS OF APPOINTMENT

- Contract Type:** Permanent
- Salary:** Circa £42,000 per annum
- Working Hours:** 35 hours per week
- Ways of working:** As part of our Agile ways of working you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office.

Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

## OUR OFFICE

Our office is at 3 Riverside, Granta Park, Great Abington, Cambridge, CB21 6AD.

Granta Park sits next to the River Granta and has its own lake and three woodland walks. It is home to a variety of wildlife and has a range of amenities to provide a convenient work-life balance, including Nuffield Health Fitness & Wellbeing Centre and a restaurant.

There is a good public transport system with a frequent bus and train service from the city centre and surrounding areas, along with a commuter bus service which picks up from both Cambridge Train Station and Whittlesford Parkway Station. The park also offers a free car sharing scheme and free parking.





## HOW TO APPLY

We value diversity and are committed to creating an inclusive culture where everyone can be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures, in particular those from ethnic minority backgrounds who are currently under-represented. Any offer of employment is however subject to you having the right to work in the UK.

As part of our commitment to be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, your CV will be anonymised. Please however note we are unable to anonymise the application question which you are required to complete. When answering this question please remove any personal information, including your name. All questions answered as part of your application are also anonymised and not shared with the hiring panel. The hiring panel will only be made aware of your name and address once you are invited for an interview. Should you need any adjustments at either the application or interview stage, then please contact us at [recruitment@alzheimersresearchuk.org](mailto:recruitment@alzheimersresearchuk.org)

To be considered for this role, please create an online account using our Online Recruitment Platform, via your desktop or mobile device, which can be accessed through our [Job Vacancies page](#).

Once you have created your online account, you will be able to apply for this role, and can attach your CV. You will also be able to track your application, view other vacancies and sign up for future job alerts.

Your supporting statement should summarise the following:

- Why you are interested in applying for the role.
- How your skills, knowledge and experience meet the requirements of the person specification.

The closing date for applications is **15<sup>th</sup> September 2024**, with interviews likely to be held w/c **23<sup>rd</sup> September 2024**. We would encourage you to submit your application at the earliest opportunity as the closing date may be brought forward at any time. Please indicate in your covering letter if you are unable to attend an interview on a certain date.

## GENERAL DATA PROTECTION REGULATIONS (GDPR)

CVs will be kept by Alzheimer's Research UK in line with the General Data Protection Regulations. Although we will endeavor to consider previous or speculative applications where possible, due to the number we receive, we encourage you to regularly view our website for upcoming opportunities and sign up for future job alerts.

## TESTING POLICY

[Animal Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our animal testing policy at ARUK.

[Stem Cell Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our Stem Cell testing policy at ARUK.