



Head of Legal Candidate Information

November 2024

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

As well as being a world-class institute, we are a college of the University of London. We came second overall and top for biological sciences in the most recent Research Excellence Framework (REF 2021 (ref.ac.uk)) a measure of university research quality.

We have charitable status and rely on support from partner organisations, charities, donors, and the general public.

We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Our mission
is to make the
discoveries that
defeat cancer.

Head of Legal

Candidate Information

Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

Job
description

Head of Legal

November 2024

Directorate:	Business and Innovation Office
Pay grade / staff group:	PS01
Hours / duration:	Full time (35 hours per week) Monday to Friday
Reports to:	Director, Business and Innovation Office

Main purpose of the job

Responsibility for providing definitive legal advice and support across all functions within the Business and Innovation Unit

Leadership and responsibility for the contracting duties of the academic, commercial and clinical trials contract teams.

Overarching responsibility for ensuring that institutional policies and legislative changes relating to the work that the Business and Innovation Office carry out are monitored, managed and implemented.

Oversight of and responsibility for the maintenance and further development of the management systems and processes, to ensure consistent high quality of business delivery and innovation.

To identify and endeavour to meet the expectations of stakeholders in performing the head of legal function.

To represent the ICR in negotiations with prospective partners and sponsors.

To be a member of the Business and Innovation Leadership team and contribute actively to the strategic direction and development of the Directorate.

To line manage and develop the Head of Clinical Trials Contracts and the Head of Academic Research and Services Contracts.

Our mission
is to make the
discoveries that
defeat cancer.

Head of Legal

Duties and responsibilities

Key Duties

BIO Team Contracts:

Under the direction of the Director of Business and Innovation Office and working closely with scientific colleagues at all levels in ICR and with ICR's patent attorneys, legal advisors and insurers:

1. To be responsible for setting and implementing relevant policies and processes in relation to contracts and optimisation of its service delivery. Providing advice and contractual drafting expertise to the academic, commercial and clinical trials contract teams, specifically in relation to:

- ICR's research agreements, e.g. sponsored research contracts, materials transfer agreements, non-disclosure agreements, data transfer agreements, charitable funding agreements and research consortium agreements;
- the IP aspects of ICR's research agreements, e.g. sponsored research contracts, materials transfer agreements, charitable funding agreements and research consortium agreements;
- agreements with academic institutions, start-up companies and NHS Trusts;
- agreements with charitable and public-sector funding bodies (e.g. Wellcome Trust, Cancer Research UK);
- maintain, update and be responsible for a suite of template agreements;
- interpreting current and past agreements and their implications as may be needed.

2. Support the BIO BD teams dealing with:

- commercialisation on general IP matters and negotiation support
- commercial IP agreements, including licences, assignments, revenue-sharing agreements, option and pipeline agreements, trademarks, copyright;
- contractual and IP matters, e.g. patent infringement, breach of licence agreement;

3. Line Management and development

- To line manage and develop the Head of Clinical Trials Contracts and Head of Academics Contracts and conducting/arranging appropriate legal training for contracts team as required.

4. Legal Advice

- To provide authoritative legal advice to the ICR, and its Professional Services directorates on a wide range of legal issues including but not limited to higher education, charity, commercial contracts, corporate and finance, dispute resolution, intellectual property and information technology.

Head of Legal

5. Leadership

- Deliver inspirational and supportive leadership, building committed, empowered and successful teams through - leading and motivating staff to achieve their individual targets, ensuring accountability for individual and team targets and robust performance management, and identifying directorate staff capability & skills requirements, ensuring all are developed to their full potential.
- To work collaboratively with colleagues to support other directorates achieve their objectives.

6. Other Duties

- Attend and actively participate in Business and Innovation Office team meetings and contribute to discussions on strategic and general issues;
- Provide advice and guidance to colleagues in the ICR on a wide range of legal issues;
- Where appropriate, contribute to the education and training of ICR scientists on a wide range of legal, IP and commercial matters;
- Communicate verbally and in writing with ICR colleagues and external parties in a cordial, articulate and timely manner to build and develop an understanding of their needs and maintain fruitful relationships;
- Identify potential risks and liabilities and conflicts of interest and mitigate against their impact;
- Maintain sector awareness and knowledge of contract law relevant to the development and commercialisation of the ICR's research outputs;
- Maintain and continue to expand established external networks (including with external funders) and develop strategic relationships and promote partnering with the ICR;
- Represent the ICR independently at relevant external events;
- Undertake occasional formal presentations within ICR or externally;
- Contribute to the development and maintenance of management information systems for contracts and other Business and Innovation Office information; the preparation of management reports, metrics and other management information;
- Develop links with companies and other external bodies as appropriate.

General

Lead responsibility for representing Legal services requirement within the "Digitising ICR processes" work stream of the Evolve Programme.

As part of the Business and Innovation Office leadership team, where appropriate develop standard operating procedures and best practice guidelines to permit efficient and accurate completion of tasks, and smooth working with other corporate and scientific departments. Ensure that staff operate within ICR's policy frameworks and in accordance with its Health and Safety requirements.

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.

Head of Legal

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

Lateral Responsibilities

Professional Service Directors

Scientific Heads of Divisions

Human Resources team

Academic Services team

Finance team

Head of Legal

Person specification

Education and Knowledge

Recognised professional legal qualification.	Essential
Qualified Solicitor or Barrister, with current practicing certificate.	Essential
Significant post-qualification work experience in relevant area of law.	Desirable
Higher degree (PhD, MBA) or equivalent experience.	Desirable
Knowledge of UK contract law.	Essential
A demonstrated comprehensive understanding and knowledge of commercial contracts, intellectual property management and exploitation.	Essential
Significant leadership and line-management experience.	Essential

Skills

Able to provide strategic direction at an institutional level, interpreting complex information, putting information in context and having a clear view of the “big picture”.	Essential
The ability to understand and assimilate information quickly and make sound reasoned decisions taking into account knowledge of the law, risks and in situations where there is uncertainty.	Essential
Advanced awareness of contractual issues facing Universities and Research sector, including relevant law and legislation.	Desirable
The ability to provide timely clear and comprehensive legal advice to assist the ICR in satisfying its statutory and commercial obligations.	Essential
Effective time management skills and the ability to meet tight deadlines.	Essential
Able to interact with key internal and external stakeholders confidently demonstrating strong influencing skills.	Essential
The ability to analyse and present relevant information to a range of stakeholders, varying style, tone and complexity, depending on the purpose and audience.	Essential
A flexible approach to work and a willingness to support colleagues, enabling them to deliver.	Essential
Excellent written and verbal communication skills, with the ability to deliver training and/or presentations to audience from legal and nonlegal backgrounds.	Essential
Ability to coach and mentor colleagues, developing team skills and upskilling a team.	Desirable

Experience

Post qualification experience in a legal and/or commercial role.	Essential
Team Leadership and experience managing high-performing teams of experienced professionals.	Essential
Experience in achieving significant, multiple stretch targets.	Desirable

Head of Legal

Strong background in IP law, and significant practical experience of contract management and of successfully drafting, negotiating, and completing complex contracts in a research or clinical trial setting.	Desirable
---	-----------

General

An inspirational leader with an open and honest communication style and proven ability to build diverse and successful teams who are empowered to be creative and innovative.	Essential
Can demonstrate commitment to the ICR's values.	Essential
Thinks ahead, sets clear business targets and expectations. Creates plans that provide clarity and direction enabling others to perform effectively and monitors progress to ensure success. Is driven and develops high performance strategies that focus on future growth and sustainable outcomes.	Essential
Ability to thrive in a mission-driven environment with strong values and culture.	Essential
Good judgment and a high level of professionalism.	Essential
Networking skills.	Essential
Commercial awareness.	Essential
Ability to work with flexibility, tact and diplomacy.	Essential