

Job
description

Senior Business Development Associate

January 2025

Directorate:	Business & Innovation Office
Pay grade / staff group:	PS03
Hours / duration:	Full time (35 hours per week) Monday to Friday; fixed term contract for 2 years
Reports to:	Senior Business Development Manager

Context

The Senior BD Associate shall work for The Institute of Cancer Research's (ICR's) Business & Innovation Office, to support a portfolio of academics by protecting and commercialising their research, supporting them in securing translational funding and to highlight to them the benefits of working with industry.

Location of the job

The position involves hybrid working and the appointee will be based at The Institute of Cancer Research, Sutton and may also work at ICR, Chelsea. The post-holder may also work remotely for a proportion of their time, and to attend external meetings and events.

Main purpose of the job

To support a culture of innovation at the ICR and enable our scientists to translate their discoveries into business opportunities through the development of new products and treatments and to provide support to researchers in their efforts to collaborate with industry partners.

Our mission
is to make the
discoveries that
defeat cancer.

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Duties and responsibilities

Key duties

Under the direction of a Senior Business Development Manager and working closely with Business Development Managers and scientific and professional service colleagues at all levels in ICR and with ICR professional advisors:

Act as the BIO Business Development point of contact for a portfolio of assigned ICR Group Leaders (in aggregate, together with two Business Development Managers, supporting four research Divisions).

Proactively identify research that has commercial potential or potential to be developed for patient benefit.

Ensure that commercially viable projects are protected with respect to intellectual property and that appropriate confidential disclosure and materials transfer agreements are put in place.

Identify the most effective route for commercialisation or further development of research results consistent with ICR mission to maximise patient benefit and securing a fair return for all parties.

Value intellectual property and analyse market potential, development costs, risks and competitor position to reach a conclusion on commercial potential.

Promote projects to potential 'customers' who could be industrial partners, industrial sponsors or venture capitalists, supporting colleagues in producing marketing materials as appropriate.

Draft, review, negotiate and agree a range of commercial contracts including collaboration agreements and licensing agreements.

Support in commercial negotiations working within agreed financial and legal frameworks, ensuring obligations to external funders are met and closing deals with Line Manager's approval.

Ensure that the interests of ICR and other stakeholders are fairly represented in any negotiation.

Advise senior management appropriately on rights, obligations and constraints in agreements and recommend them for signature, following discussion with Senior Business Development Manager.

Manage established commercial relationships, monitor licensee diligence and the fulfilment of obligations in out-licensing contracts as required.

Identify opportunities to leverage translational grant funding from other funding bodies for projects

Assist ICR scientists to prepare commercial and translational funding applications and manage commercial aspects of resulting awards.

Prepare evaluation reports including due diligence on potential projects for the purpose of gaining project approval at ICR BIO IP & Commercialisation meetings.

Provide regular updates on project plans and progress to the ICR line manager.

Manage and track projects using appropriate management information systems at ICR BIO.

Report on project metrics and provide management information to ICR BIO as required.

Senior Bus Dev Associate

Reply promptly to queries from scientists and external stakeholders and keep them apprised of progress.

To assist in the identification and licensing of life science reagent and research product opportunities.

Other duties

Promote the impact of technology transfer and intellectual property in appropriate internal ICR events and forums, and as may be appropriate in interactions with third parties that occur in performing the role.

Attend and actively participate in BIO team meetings and contribute to discussions on strategic and general issues.

Promote a culture of entrepreneurship and innovation within ICR by engaging in activities that educate and support ICR researchers in this area (e.g. provide advice and guidance to colleagues in the ICR on all aspects of commercialisation of research).

With support, contribute to the education and training of ICR scientists in 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 discuss with Line Manager mitigation against their impact.

Develop and maintain sector awareness relevant to commercialisation of the ICR's research output and a develop a working knowledge of contract law.

Maintain and continue to expand established external networks (including with external funders) and utilise industry events and seminars to develop strategic relationships and promote partnering with the ICR.

Represent, alongside colleagues, the ICR at trade exhibitions and partnering conferences.

Liaise regularly with ICR scientists to understand their needs and priorities.

Developing links with companies and other external bodies as appropriate.

General

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.

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.

Senior Bus Dev Associate

Person specification

Education and Knowledge

Science degree in a discipline relevant to the ICR	Essential
Higher degree, either Ph.D. or MBA or equivalent	Essential
Excellent knowledge of contract law	Desirable
A demonstrated developing understanding and knowledge of commercial contracts, intellectual property management and exploitation	Essential
Legal or finance qualification	Desirable

Skills

Well-developed analytic and problem-solving skills, able to interpret contract terms and to advise on their impact appropriately	Essential
Good interpersonal skills at all levels; ability to negotiate and influence effectively	Essential
Excellent communication skills, both written and verbal, with the ability to present arguments in a clear and concise way	Essential
Meticulous attention to detail	Essential
Excellent organizational skills with a demonstrated ability to multi-task, prioritize tasks effectively and manage workloads	Essential
Excellent computer skills	Essential
Understanding of the pharmaceutical industry	Essential
Good financial skills	Desirable
Understanding of non-profit research institution and/or academic institution contractual issues	Desirable

Experience

Significant experience of working at the industry:academia interface	Essential
Experience in business development, technology transfer or project management	Essential
Direct experience of negotiating and closing deals with external partners	Essential
Recent practical experience of successfully drafting, negotiating and concluding contracts	Essential
Experience in the pharmaceutical or biotechnology sectors	Desirable

Senior Bus Dev Associate

Other

A flexible, tactful and diplomatic approach	Essential
Proven ability to work independently	Essential
Proven ability to make decisions and to work effectively under pressure	Essential
Ability to work as part of a team and interact with all personality types and levels of employees/clients	Essential
Willingness to learn	Essential
Flexibility and ability to operate comfortably in a rapidly changing environment	Essential
High productivity, drive and a “can do” attitude	Essential
Good judgment and a high level of professionalism	Essential
Networking skills	Essential
Commercial awareness	Essential

Senior Bus Dev Associate



About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors and the general public.

[Read more](#) to find out more about our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

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'.



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

