



Strategic Development Manager

Candidate Information

December 2022

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 top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

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.

Registry | Academic Services

The Registry team provides administrative support and policy expertise for the operation of the ICR's degree programmes, and for clinical research training posts. We also lead on the enhancement of the student experience and the management of strategic education collaborations.

The role of the broader Academic Services directorate is to create an efficient and effective environment for the ICR's scientific community to flourish. Our services underpin both research and education at the ICR.

Our mission
is to make the
discoveries that
defeat cancer.

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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

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Job description

Department / division: Registry | Academic Services

Pay grade / staff group: Professional Services 4

Hours / duration: Full-time (35 hours per week), Monday to Friday. Flexible or part-time hours requests may be considered. Fixed-term contract for 2 years.

Reports to: Assistant Director (Registry)

Main purpose of the job: The post-holder supports the Assistant Director in non-operational projects that support our Education Strategy, including managing educational collaborations, monitoring and supporting student employability initiatives, interpreting responses to national student surveys, and implementing enhancements to education and reviews of educational policy.

Duties and responsibilities:

Partnership working

Work across Registry to ensure adherence to the Educational Collaborative Provision Policy and related processes, covering all variations in types of collaborative arrangements in place

Provide support for established teaching partnerships, such as the Imperial College MSc in Genomic Medicine and MRes in Cancer Technology.

Alongside the Student Experience & DTP Manager, ensure distinct identity of funded programmes, particularly through the consistent use of branded design and language across communications.

With colleagues in the Business & Innovation Office, explore opportunities for student placements at industrial partner organisations, including pharmaceutical and biotechnology companies, and work with the Student Experience & DTP Manager to roll-out to students.

Work with colleagues in Registry and Learning & Organisational Development to implement commitments in successful bids for new educational grants.

Draft and review collaboration agreements (with the Assistant Director and Business and Innovation Office).

Ensure partners have a full understanding of the ICR degree programmes and that expectations for the partnership are aligned, monitoring adherence to collaborative agreements.

Student employability

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Lead initiatives to ease the PhD-to-postdoc transition, including finding ways to encourage publication of research during students' doctoral studies.

Administer the Integrated Academic Training programme at the ICR for early career clinical researchers; liaising with HEE and NIHR regarding allocation and recruitment of posts, ensuring support and resources are signposted and managing the training bursary.

Provide support for out-of-programme clinicians undertaking early career research, liaising with colleagues in Registry as well as in Learning and Organisational Development and Research Support as well as with the London-wide Academic Health Science Centre, to promote the continuity of research activity and highlight routes through the clinical academic pathway.

With support from the Education Projects Officer, track the careers of alumni from ICR research degree programmes and taught courses, using the data to report trends to relevant committees and feed into publicity and grant applications.

Liaise with the Head of Research Degree Programmes and the Registry Systems & Data Manager to ensure timely upload of contact data for the HESA Graduate Outcomes survey.

Work with colleagues in the Communications Directorate to curate biannual editions of the Network newsletter for alumni as well as creating case studies of a range of alumni, for use in ICR publicity and grant applications.

Connect with and grow the alumni community via LinkedIn and other relevant mechanisms.

Strategic projects

Supporting the Assistant Director (Registry) in the scoping and delivery of strategic projects.

Support the Head of Education Projects and academic colleagues in exploring the use of wholly-online and hybrid teaching methods in new and existing taught courses.

Support the development of proposed new courses or sources of students, including carrying out market research as required.

With the Student Experience & DTP Manager, liaise with the Learning & Organisation Development team to build a menu of training for primary and associate supervisors, including a review of existing supervisor resources and support.

Develop a programme of optional training for taught course module leaders and lecturers, including routes to Advance HE fellowship.

Service development

With support from the Education Projects Officer, run the Postgraduate Research Experience Survey (PRES) and Postgraduate Taught Experience Survey (PTES), as well as exit surveys and find ways to boost response rates.

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With support from the Education Projects Officer, analyse student survey data, compare to benchmarks, and present salient outcomes and recommended actions to academic committees.
Create and deliver a programme of training for new and existing Registry staff.
Arrange training for Senior Tutors, to allow them to provide effective support to students and their supervisors.
Provide a periodic independent review of high-stakes processes such as our compliance with UKVI visa responsibilities.
With other colleagues in the education teams, lead on a share of reviews of ICR policy and processes to ensure alignment with outcomes of internal reviews as well as with best practice in the sector.
Support major quality reviews, such as the periodic reviews of our degree programmes.
Conduct periodic equality impact assessments for all education-related procedures, identifying any unintended consequences of new policy.
Contribute to requests for information and consultations from the Office for Students.
Maintain oversight of our educational webpages and communications, to ensure these remain accurate and up-to-date.
Assist with student casework – appeals, reviews of non-academic decisions, complaints – where necessary

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 development.

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Person specification

Education and Knowledge

Undergraduate degree, or significant experience of working in a university environment.	Essential
An understanding of postgraduate education and the higher education environment.	Essential

Skills

Excellent standard of written and spoken English.	Essential
Excellent standard of numeracy, with an intermediate level of skill with Microsoft Excel.	Essential
Demonstrable ability to interpret and communicate complex information clearly, making recommendations where appropriate.	Essential
Self-starter with the ability to prioritise and manage a varied workload, meeting strict deadlines.	Essential
Confidence and ability to work with staff at a range of levels of seniority.	Essential
Strong influencing and negotiation skills.	Essential
Managing datasets, in-depth analysis of data and succinct reporting	Essential
High-level of attention to detail	Essential
Excellent IT skills and experience with commonly used software packages such as Microsoft Office	Essential
Ability to think strategically, connecting policy and strategy to proposals for workable systems and process developments	Essential

Experience

Working with students, administrative and academic staff and senior management	Essential
Writing and presenting formal committee papers.	Essential
Policy development in a research-intensive HEI.	Desirable
Organising internal training programmes	Desirable

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Sarah Persaud for further information by emailing sarah.persaud@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.