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# HR Change Partner Candidate Information

April 2025

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## 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 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.

### Human Resources Directorate

We know that talented, brilliant, passionate people lie at the heart of the ICR.

The Human Resources Directorate provides both strategic and operational advice and support across the ICR to attract and acquire, develop, retain and empower our people to achieve their full potential.

This is an exciting and transformative time for the HR Directorate as we begin to implement a new People Strategy and an ERP system to better support the ICR in achieving its mission of making the discoveries that defeat cancer.

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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:	Human Resources Directorate
Salary:	Professional Services 03
Hours / duration:	Full time (35 hours per week) Monday to Friday Fixed term contract (18 months)
Reports to:	Senior HR Change Lead
Main purpose of the job:	<p>Working with the HR Directorate team, providing HR expertise to implement an ambitious People Strategy aligned to our ICR Strategy and values.</p> <p>Leading on manager development initiatives and driving leadership effectiveness across our organisation.</p> <p>In this role, you will collaborate closely with business leaders, HR Operations and Learning &amp; Development professionals to design and implement initiatives that enhance managerial capabilities, improve employee engagement, and foster a culture of high performance.</p> <p>You will be accountable for the creation, development and delivery of specific programmes of work.</p>

### Duties and responsibilities:

Support the HR senior management team with implementation of the People Strategy deliverables ensuring milestone commitments are met.
With Leaders/Managers, review our transition from onboarding stage to a high-performing individual, to make specific and contextual materials and guidance to help move people more rapidly from new starters to accomplished team members (including any specific learning and performance support).
Enhance our Management Capability ensuring we deliver a strong people experience and give a clear, inspiring and supportive setting for stronger teamwork frames to operate in, recognising and leveraging individual and collective brilliance. Develop a wider offering for Management & Leadership training with external accreditation to recognise development undertaken and building on action learning set provision to help embed learning.

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Develop and launch a 'Managing Essentials' Toolkit through our Learning Management System. Helping all those with team-leading responsibilities to set the organisational priorities and People Experience expectations, regardless of the stage they are at in their managerial careers.

The (Role) Model Leader – co-create leadership principles and behaviours to be launched alongside promotion of general principles and behaviours for all.

The Empowered / Empowering Manager – develop guidance, training and support for managers on empowering people to take informed decisions, have the freedom to innovate and try new ways of doing things, and own the responsibility and accountability that naturally sits with an empowered workforce. Demonstrating trust and confidence in our people to experiment within defined boundaries.

The Coaching Manager – develop guidance, training and support for managers in the art and science of effective coaching. Promote and support a culture of effective career conversations & coaching. Support colleague development and internal mobility processes.

Co-create and publish Career Development Pathways for roles and functions, leadership, and technical experts with a clear focus on skills to underpin development activities. Align learning pathways to match future skills requirements and seek to provide alternatives to leading teams.

Enable access to a wider range of apprenticeship programmes for existing employees to meet the Institute's future skills needs and fully utilise the apprenticeship levy.

Lead and execute all aspects of HR change management for each initiative including impact analysis, planning, coaching, communication, resistance management and support.

Provide expert advice, guidance and support on all HR matters occurring as part of the People Strategy deliverables ensuring actions minimize risk and financial exposure

### 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.

To be familiar with the ICR's approach towards risk management including its policies and procedures, which require all staff to play an active part in identifying and managing risk.

You are expected to challenge or report inappropriate or unacceptable behaviour in the workplace, including that which may be deemed to be discriminatory, or which is not in accordance with the ICR's Values, and to behave in accordance with the ICR's Values yourself.

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

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

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

Educated to degree level or equivalent knowledge and experience.	Essential
Sound working knowledge of current employment law and best practice in HR and people development.	Essential
Strong understanding of performance development management, coaching techniques, and adult learning principles.	Essential
Membership of CIPD or equivalent professional body.	Desirable
Learning and Development qualification or equivalent knowledge and experience.	Desirable
Coaching qualification.	Desirable

#### Skills

A high standard of written and verbal communication skills, and the ability to communicate effectively with managers and employees across the organisation.	Essential
Demonstrable evidence of the ability to influence key stakeholders and empower colleagues.	Essential
Excellent collaboration skills which enable the post-holder to develop effective working relationships quickly and to establish credibility.	Essential
Familiarity with HR systems, learning platforms, and engagement tools.	Essential
Strategic leadership, with expertise and credibility to influence at senior level.	Essential
Pragmatic problem solver, overcoming challenges and developing creative solutions to achieve a successful outcome.	Essential
Ability to produce work to a high standard, with excellent accuracy and attention to detail.	Essential
Curious with a growth mindset.	Essential

#### Experience

Broad HR generalist experience, with a focus on manager and organisational development.	Essential
Designing and/or implementing career pathway frameworks.	Essential
Using HR metrics and employee engagement tools to inform decision making and measure success.	Essential

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Part of a team that has delivered significant change activity.	Essential
Leading people centric organisational change.	Essential
Coaching and mentoring.	Essential
Organising multiple tasks and prioritising.	Essential
Experience of working in a unionised environment.	Desirable
Experience of working with academics, scientists or other knowledge workers.	Desirable

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### Benefits

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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 after 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 season tickets 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, at our Sutton site, access to a gym and sporting facilities.

#### **Further information**

You may contact Cathy Watson, Senior HR Change Lead for further information by emailing [cathy.watson@icr.ac.uk](mailto:cathy.watson@icr.ac.uk)