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# Senior Business Development Manager Candidate Information

November 2024

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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 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.

### Business and Innovation Office

The Business and Innovation Office is made up of a skilled team of staff who together have several decades' experience in collaborating and contracting with commercial organisations and ICR scientists – turning our discoveries into patient benefits.

The Business and Innovation Office is one of the most successful teams of its type in the UK, playing a major role in making the ICR the UK's leading research institute for research impact and commercialisation as well as one of the world's most innovative academic organisations.

The Office is led by Dr Jon Wilkinson and includes expert Business Development and academic and Clinical Trials Contracts teams.

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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

<b>Department / division:</b>	Business and Innovation Office
<b>Pay grade / staff group:</b>	Professional Services 1
<b>Hours / duration:</b>	Full time (35 hours per week), Monday to Friday. Fixed term contract for 2 years
<b>Reports to:</b>	Director of Business and Innovation
<b>Main purpose of the job:</b>	To manage and lead one of the Business Development teams within the Business and Innovation Office and contribute to the ICR's objectives through the provision of a professional and efficient business development service.

### Duties and responsibilities:

### Objectives of the Post

To manage and lead one of the Business Development teams within the Business and Innovation Office and contribute to the ICR's objectives through the provision of a professional and efficient business development service.
To manage and take responsibility (either directly or through their business development team) for the commercialisation (through collaborative research, licensing or new venture creation) of a portfolio of projects which will largely (but not exclusively) originate from defined Divisions within ICR, some of which may be complex or politically sensitive.
To identify research within the ICR that has commercial potential or potential to be developed for patient benefit, identify the most effective route to achieve commercial and/or patient benefit and negotiate and agree commercial contracts
To take responsibility for and drive to completion defined special projects.
To identify and where possible to meet/exceed the expectations of partner organisations in performing the business development function.
To represent the ICR in negotiations with prospective partners and sponsors and at trade shows and conferences.
To be a member of the Business Development management team and contribute to the effective management of the Business Development Function.
To deputise for the Director as needed.

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### Responsibilities & Duties

Leading one of the Business Development teams including line-managing, motivating and developing staff members and ensuring satisfactory performance.
Providing support for and where appropriate leading the recruitment and development of members of the Business Development team.
Prioritising and allocating workloads within their team to ensure timely completion of the work allocated to the team and delivery of an effective service.
Attending and contributing to management and operational meetings.
Liaising regularly with the Heads of their allocated Divisions (or their deputies) to understand their needs and priorities.
Managing the relationship with external providers such as patent attorneys and consultants.
Leading and promoting new initiatives within the Business and Innovation Office as required.
Undertaking formal presentations within ICR or externally.
Developing links with companies and other external bodies as appropriate.
Contributing 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 for ICR, working with other staff and delegating tasks as necessary.
Identify research within ICR 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 work with the Contract team to ensure that appropriate agreements are established.
Identify the most effective route for commercialisation or further development of a portfolio of projects (some of which may be complex or politically sensitive) consistent with ICR's 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 and commercial terms.
Promote projects to potential 'customers' who could be industrial partners, industrial sponsors or venture capitalists producing marketing materials either independently or in conjunction with the ICR communications team as appropriate.
Lead in commercial negotiations working within agreed financial and legal frameworks, making decisions on contract frameworks, ensuring obligations to external funders are met and closing deals.
Where commercial negotiations are being led by a third party, ensure that the interests of the ICR are fully represented and protected.
Advise senior management appropriately on rights, obligations and constraints in agreements and authorise them for signature.
Make researchers aware of obligations relevant to them.
Manage established commercial relationships, monitor licensee diligence and the fulfilment of obligations in out-licensing contracts and sit on the boards of spin-out companies as required.

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Identify opportunities to leverage translational grant funding for projects work with ICR scientists to prepare applications and manage commercial aspects of resulting awards.
Represent the ICR independently at trade exhibitions and conferences.
Act as mentor/adviser to more junior team members carrying out the above tasks
Manage and track projects using appropriate management information systems.
Review and develop new template agreements as required
Report on project metrics and provide management information as required
Reply promptly to queries from scientists and external stakeholders and keep them apprised of progress.
Efficiently managing staff including providing mentoring and training, monitoring performance, carrying out appraisals and leading on recruitment within the Business Development function.
Train staff in technology transfer activities including provision of work shadowing where appropriate.
Contribute to the development of Business and Innovation Office management and serve on/chair relevant committees.
Provide advice and guidance to colleagues in the ICR on all aspects of commercialisation of research.
Where appropriate, 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 mitigate against their impact.
Contribute to the review of policies, procedures and guidelines relating to Business and Innovation Office activities.
Maintain sector awareness relevant to commercialisation of the ICR's research output and a good 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.
Develop links with companies and other external bodies as appropriate.
Actively participate in Business and Innovation Office team meetings and contribute to discussions on strategic and general issues.
Provide support for the development of members of the Business and Innovation team.
Undertake 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 for ICR, working with other staff and delegating tasks as necessary.
To deputise for the Director as required.
Any other duties as may be required which are consistent with the nature and grade of the post.

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### 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

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

#### Experience

Extensive experience of working at the industry academia interface	E
Direct experience of leading negotiations and closing deals with external partners	E
Experience in business development, technology transfer	E
Experience in project management and driving projects to completion	E
Recent practical experience of successfully drafting, negotiating and concluding complex contracts	E
Experience of managing teams	E
Experience in a technology acquisition role in the pharmaceutical or biotechnology sectors	D

#### Skills

Extensive experience of working at the industry academia interface	E
Direct experience of leading negotiations and closing deals with external partners	E
Experience in business development and technology transfer	E
Experience in project management and driving projects to completion	E
Recent practical experience of successfully drafting, negotiating and concluding complex contracts	E
Experience of managing teams	E
Experience in a technology acquisition role in the pharmaceutical or biotechnology sectors	D
Well-developed analytic and problem-solving skills, able to interpret contract terms and to advise on their impact appropriately	E
Good interpersonal skills at all levels; ability to negotiate and influence effectively	E

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Excellent communication skills, both written and verbal, with the ability to present arguments in a clear and concise way	E
Meticulous attention to detail	E
Excellent organizational skills with a demonstrated ability to multi-task, prioritize tasks effectively and manage workloads	E
Excellent computer skills	E
Understanding of the pharmaceutical industry	E
Demonstrated leadership qualities	D
Good financial skills	D
Understanding of non-profit research institution and/or academic institution contractual issues	D

### General

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



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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**

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.