Equality, diversity, inclusion, and culture manager.



Candidate Information

April 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 in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors, and the public.

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

## Learning and organisational development team (L&OD), HR Directorate

The team provide training and career development support to research and professional services staff. This includes providing a range of technical training programmes for research staff and students together with workshops to help them progress their careers in academia or in alternative careers outside the ICR They lead on initiatives to support a positive, inclusive research workplace culture such as Athena Swan, HR Excellence in Research and Technician’s Commitment.

This role supports the ICR leadership in delivering a culture where everyone can thrive and in removing unnecessary barriers to careers in research. It supports the development and implementation of our 2024 People Strategy, with a focus on promoting career development for under-represented groups such as women and black and minority ethnic staff in senior roles.

Central to this is managing the development, coordination, and delivery of our equality action plans, ensuring that these are informed by high quality data and analysis. This includes producing evidence informed actions to make the workplace more inclusive and reinforce positive research culture.

You will work with staff, students and our equality networks (race, LGBT+ and disability) and equality champions to identify and understand equality challenges, and to develop innovative and effective solutions. You will work to embed EDI and help deliver our values, building strong relationships with our partner organisations, including working closely with the Royal Marsden Hospital on common challenges.

You will manage implementation of the Athena Swan and Equality action plans, and lead on the preparation of Athena Swan award applications starting with our 2025 application. This role also provides advice and support to the ICR in meeting best practice standards of the Technicians Commitment and HR Excellence in Research.

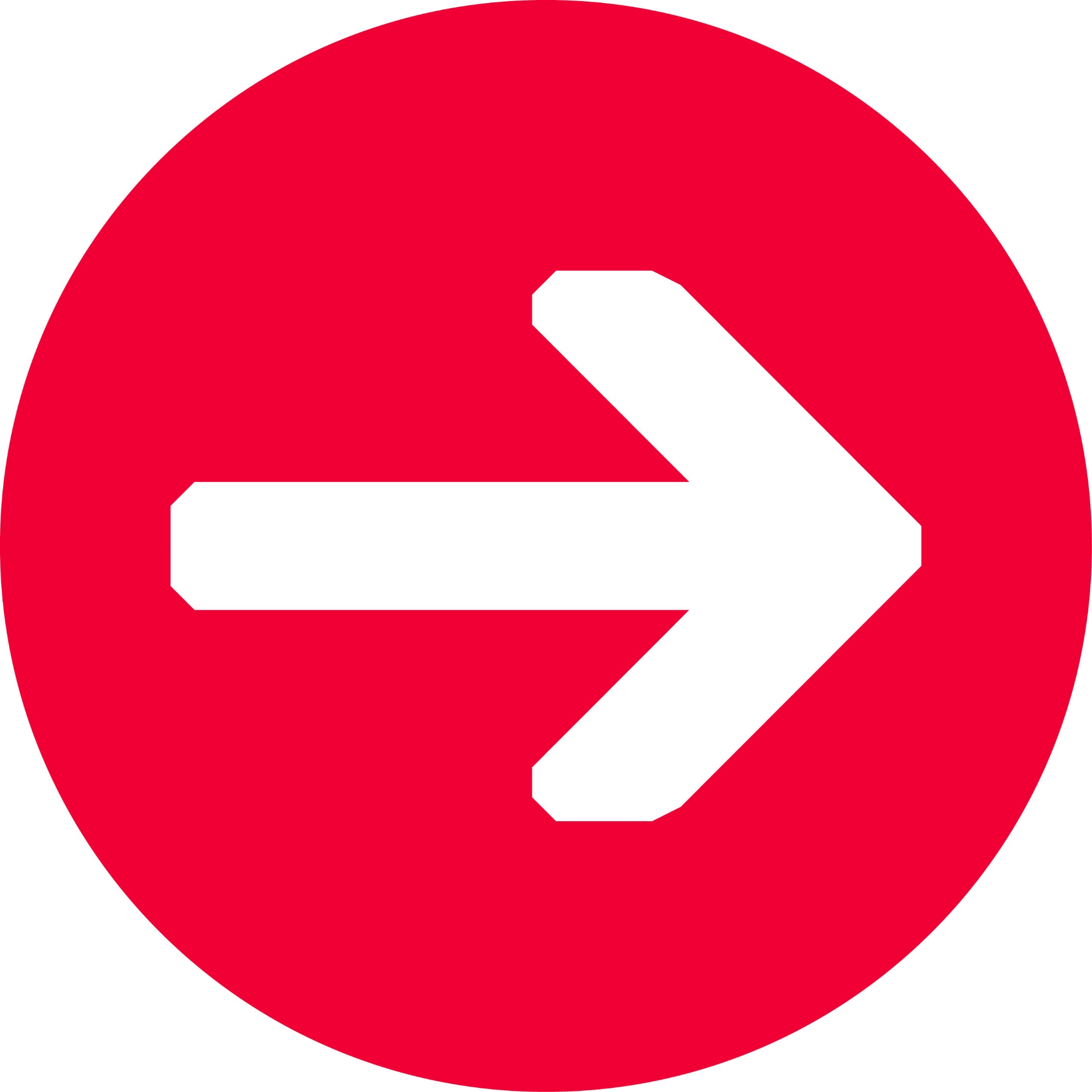
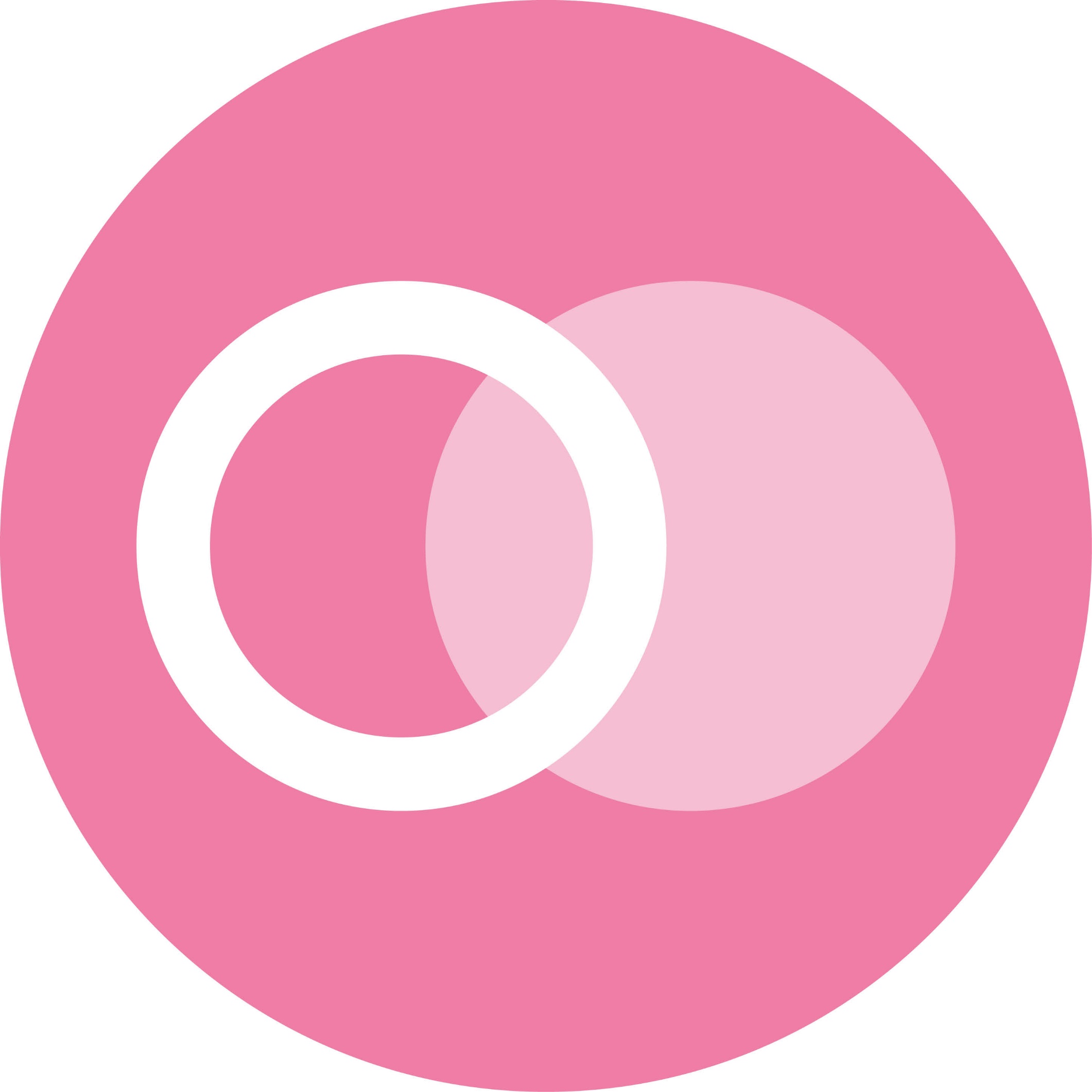
You will manage an EDI intern and receive administrative support from within the L&OD team.

Our mission  
is to make the discoveries that defeat cancer.

# 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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| **Department / division:** | Learning and organisational development, Human Resources |
| **Pay grade / staff group:** | Professional Services Band 3 |
| **Hours / duration:** | Full time 35 hours per week, Monday to Friday, hybrid working, minimum 2 days on site per week. Non time limited |
| **Reports to:** | Deputy HR Director, Learning and Organisational Development |
| **Accountable to:** | Chief People Officer |
| **Main purpose of the job:** | To promote and integrate equality, diversity, and inclusion as key components of a positive research culture. Gathering, analysing, and presenting data to identify issues, inform actions and track progress |

Job description

Duties and responsibilities:

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| Support the ICR’s senior leadership, in particular the Chief People Officer and senior equality champions, in leading and promoting positive practice in EDI, in delivery of the ICR’s EDI action plan, and in meeting our Public Sector Equality Duties. |
| Project manage the Athena Swan submission, providing data, analysis, and recommendations to help ICR become a fully inclusive workplace. Manage the Athena Swan Steering group meetings, action plan and communication |
| Analyse gender and ethnicity pay gap data and provide supporting commentary and recommendations for senior leaders to help reduce these |

Promote actions to deliver an inclusive workplace.

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| Lead and promote positive practice and attitudes to deliver a positive culture through embedding diversity, equality, and inclusion across the ICR |
| Work with equality networks (race, LGBT+, disability, parents) and staff and student networks to promote inclusivity and identify actions to support a positive culture and remove barriers to progression in research careers |
| Work with the leadership of the ICR to promote recruitment and career development to address the under-representation of women and black and minority ethnic staff in leadership roles |
| Work closely with the groups responsible for the Technician’s Commitment and HR Excellence in Research schemes to ensure synergies and reduce duplication in activities to provide an inclusive research culture |
| Manage the ICR’s EDI and culture training portfolio: develop and deliver workshops to promote inclusion, recommend training and training providers, review content and assess impact. |
| To provide expert leadership across the ICR on matters relating to EDI to ensure EDI principles are embedded across all areas of work, e.g. REF 2029, research funding applications, education and teaching, and in facilities and buildings. |
| Work with HR and Registry colleagues to ensure accurate staff and student equality related data is provided to support equality reporting and identification of priorities |
| Liaise with Royal Marsden and Biomedical Research Centre equality leads to promote collaboration between organisations and a consistent approach to joint LGBT+, Race and disability equality networks |
| Produce and present EDI reports at all levels at ICR including Management Committee and the Board of Trustees, and work to ensure their continuing engagement and leadership in EDI and culture. |
| Work with Professional Services colleagues to review the equality impact of our policies and practices on staff and students |
| Manage communication on equality initiatives internally and externally, through producing and commissioning regular news items, reports and brochures and other literature. |
| Commission and manage research projects (e.g. interviews, surveys and focus groups) to better understand equality issues at the ICR, including commissioning independent research |
| Develop cross-organisational links to identify and develop development opportunities for women in science and other protected characteristics as appropriate |
| Research, review and communicate best practices in equalities initiatives (including Athena Swan) in UK HEIs, research institutes, research funders, and key public bodies, developing networks and collaborating with peers |
| Maintain awareness of developments in the sector impacting on the ICR regarding equalities and research funding. Work proactively with relevant bodies including the Advance-HE and research funders, reporting developments to relevant committees and HR |

General

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| 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 reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development. |

# Education and Knowledge

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| Degree level or equivalent | Essential |
| Degree in STEM and/ or experience of working in scientific research | Desirable |
| Knowledge of Athena Swan and equality challenges in the research and academic sectors | Essential |
| Knowledge of UK equality legislation, namely 2010 Equality Act and gender and ethnicity pay gap reporting | Desirable |
| Knowledge of the research funding landscape and research culture/ EDI requirements and Technician’s Commitment, HR Excellence in research | Desirable |
| Good knowledge of MS Office packages, including Excel, Outlook, PowerPoint and Word | Essential |

Skills

Person specification

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| Strong data analysis skills, able to collate, critically analyse and report on quantitative and qualitative data | Essential |
| Strong commitment to improve work and study experience for everyone in research intensive environments | Essential |
| Strong interpersonal skills and ability to build good effective working relationships | Essential |
| Good written skills, able to produce succinct reports for senior leaders interpreting and summarising multiple sources of data | Essential |
| Good project management skills with ability to track, progress and report upon multiple streams of work | Essential |
| Self-motivated and resilient, with a real desire to promote inclusivity and reinforce a positive workplace culture at ICR | Essential |
| Good team player able to work constructively with wide range of stakeholders (equality networks, leaders, staff and student reps, committee chairs and suppliers of data) and externally (other EDI specialists, funding bodies, other HEI, Research institutes) | Essential |
| Strong organisational skills, able to prioritise, plan long term + coordinate multiple work streams | Essential |
| Strong communication, presentation and influencing skills, credibility to engage and influence senior stakeholders | Essential |
| Ability to shift from strategic thinking to hands-on delivery | Essential |

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. All staff receive an additional three days at Christmas.

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

For further information you can contact [neil.walford@icr.ac.uk](mailto:neil.walford@icr.ac.uk) (manager of post) or [Vanessa.mckean@icr.ac.uk](mailto:Vanessa.mckean@icr.ac.uk) (current postholder). This job description reflects the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

Benefits