ICR The Institute of Cancer Research

Clinical Trial Assistant

Candidate Information

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.

Drug Development Unit

The Drug Development, within the Institute of Cancer Research and the Royal Marsden, is one of the leading Phase I Clinical Trials Units in the world. The Unit, led by Professor Johann de Bono and Professor Udai Banerji, delivering both academic and industry sponsored, first in human and early phase, Oncology clinical trials. The Unit comprises of ~150 staff members including Clinicians, Research Nurses, Scientists and Administrative support staff. We run ~50-60 clinical trials at any given time and care for ~800 patients per year.

The main aim of the Unit is to fast track the development of anti-cancer drugs, designed and synthesised in ICR or developed by CRUK or developed by industry collaborators, to maximise their potential towards the care of cancer patients. The Unit operates as a conduit, between laboratory research and clinical research that is fundamental to the modern drug development process.

The Unit, within ICR and RM, is one of the Experimental Cancer Medicine Centres in the UK, CRUK convergence science centre and Early Phase Drug Development Theme within NIHR Biomedical Research Centre. Unit has multiple academic and industry collaboration programmes both nationally and internationally, working together to serve out patients as quickly as possible.

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

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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:	Drug Development Unit / Clinical Studies
Pay grade / staff group:	Professional Services 7 (Work Placement)
Hours / duration:	Full time (35 hours per week, between 08:00-18:00) Monday to Friday Fixed term contract for 1 year
Reports to:	Head of Operations
Accountable to:	Head of Operations, DDU Consultants
Main purpose of the job:	The post holder will assist with clinical trial data review, data management and reporting within the DDU and DDU collaboration projects. The post holder will look into various data management programmes and work closely with DDU investigators and DDU trials team to help with applying these programmes. To provide support to DDU in daily trial activities and assist Clinical Trial Management Team with administrative tasks & to support data flow within the team. To work according to Good Clinical Practice (GCP), Standard Operating procedures (SOPs), trust Policies and all applicable regulations and governance. To ensure timely and accurate delivery of assigned work within the team. To effectively communicate with team members.

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Duties and responsibilities:

Main activities

- Support the collection, review, and validation of clinical trial data from multiple sources (eCRFs, lab systems, trial databases).
- Perform routine data cleaning, consistency checks, and query resolution in collaboration with data management teams.
- Assist with reconciliation of clinical data and translational laboratory data (e.g. biomarker, genomic, or assay data).
- Maintain accurate documentation related to data workflows, data queries, and data corrections.
- Assist with basic programming and scripting (e.g. R, Python, SQL, or similar) to support:
    - Data extraction and Data Review
    - Quality control checks
    - Generation of summary tables and data listings
- Work with data scientists, trialists and statisticians to prepare datasets for analysis.
- Support trial teams with data-related aspects of study set-up, conduct, and close-out.
- Contribute to internal reporting, dashboards, and DDU highlights as required.
- Ensure data activities comply with GCP, GDPR, and institutional SOPs.

Teamwork

- Post holder is expected to effectively communicate with colleagues and the team.
- Post holder will participate and contribute to various team meetings; and assist in preparing data/reports for the meetings.
- Post holder will assist in reviewing and preparing data for peer reviewed journal publications

Decision making / Planning

- Follow GCP, SOP, standard practice and relevant study protocols.
- Plan and organise workload.
- Prioritise workload.
- Work independently using own initiative (Site staff are available as point of reference for any queries and will meet regularly).

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General

- To work in a flexible manner and be organised
- Meeting objectives and deadlines.
- To adhere to the regulatory rules and safety regulations of the Institute of Cancer Research and Royal Marsden Hospital.
- To complete all internal trainings including GCP, IG, HTA as required.
- Be prepared to perform other duties as required, which are consistent with the grade of the post.

Confidentiality

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time, unless to do so is in the best interest of the individual. In this instance a Senior Team Member would appropriately advise the post holder.

Computer data should only be accessed if this has been authorised and is necessary as part of your work.

The post holder must abide by the requirements of the General Data Protection Regulation (GDPR) at all times.

Post holder may undertake any other work in line with the pay grade and as required for the team

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

Highly numerate undergraduate studying a relevant degree in Mathematics, Statistics, Data Science or related subjects	Essential
Strong academic performance in quantitative modules (e.g. statistics, mathematics, methodologies and programming)	Essential
Evidence of programming applications through coursework or projects	Desirable

Experience & Knowledge

Knowledge of data collection and operations modelling	Essential
Ability to organise a variety of large data sets	Essential
Able to present statistical concepts and findings to a range of audiences	Essential
Experience of developing automated data processes using SQL or similar tools	Essential
Understanding of basic statistical techniques (e.g. regression, hypothesis testing, data visualisation)	Essential
Understanding of medical terminology, clinical pharmacology and the clinical trial process	Desirable

Skills

Well organised with a systematic and methodical approach to work	Essential
Experience of managing workloads to meet deadlines	Essential
Strong data manipulation skills with a high level of accuracy and attention to detail	Essential
Strong Excel and MS Office usage	Essential
Ability to interpret data and translate findings into clear, actionable insights	Essential
Good written and verbal communication skills	Essential
Problem-solving skills with the ability to think critically and logically	Essential
Ability to work both independently and as part of a team	Essential
Analytics using Access, Stata, R, Python or similar tools	Essential
Ability to quickly learn and use software programmes and databases	Essential

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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

If you require further information, you may contact Lydia Turner by emailing ddu@icr.ac.uk .

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