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# Library Officer Candidate Information

May 2026

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

### Education & Library Services > Academic Systems

The Education and Library Services directorate creates an efficient and effective environment to allow the ICR's students to flourish.

We administer the whole student lifecycle from recruitment to award and provide online resources for students and reports to regulatory bodies. The directorate also provides services to the broader organisation, including the library and information governance.

The Academic Systems team supports education- and research-related services across the organisation, including the ICR's core student record systems and related statutory returns. The team also runs the ICR library service, publications systems and thesis submission process.

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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

# Library Officer

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### Job description

**Department / division:** Education & Library Services > Academic Systems

**Pay grade / staff group:** Professional Services 4

**Hours / duration:** Full time (35 hours per week), Monday to Friday. Job shares or part-time work across 5 days a week will be considered.

Non-time-limited.

**Reports to:** Head of Academic Systems

**Main purpose of the job:** The Library Officer will oversee the operation of the ICR's small library service and a range of related academic support processes.

This varied role includes management of journal subscriptions, administration of open access funds, coordination of Freedom of Information requests, and support for the thesis submission process.

The post-holder will work with a high degree of autonomy to ensure that these services and processes remain efficient, responsive and fit for purpose.

### Duties and responsibilities:

#### Library service

This work will support the day-to-day operation of the ICR's small library service, including access to information, management of journal subscriptions, user support, and upkeep of the library study spaces and related systems.

Manage the day-to-day operation of the ICR library service, including the quiet study space in Sutton and the small taught course library collection in Chelsea.

Respond to enquiries sent to the library helpdesk and act as a first point of contact for library users.

Process inter-library loan requests and other requests for access to material not available through existing subscriptions.

Purchase and catalogue books and other library materials in response to user and service needs.

Manage the ICR's journal subscriptions, including renewals, ordering and liaison with suppliers.

Review journal usage, subscription options and costs in order to recommend changes that deliver best value for money.

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Produce and interpret journal access statistics to support decision-making on subscriptions and renewals.
Maintain library systems and catalogues, and work with suppliers to ensure that these remain accurate and effective.
Support staff and students in making effective use of library services and literature search tools, including through inductions, training and guidance where required.
Provide advice and guidance on copyright matters relevant to library services, teaching materials and theses.
Promote library services to staff and students, including by maintaining relevant web or intranet content, improving awareness and uptake, and supporting user feedback arrangements where required.
Support the preparation of meetings and documentation relating to the library contract group and associated partnership arrangements.
Monitor the condition and use of the library study spaces and raise or address practical issues as required.
Keep relevant aspects of the library service under review and identify opportunities to improve efficiency, responsiveness and user experience.

### Open access

**This work will support the ICR's open access activity through the administration of funds, advice to authors, and monitoring of compliance with relevant funder, publisher and institutional requirements.**

Administer the ICR's internal and external open access funds, including the allocation and tracking of expenditure.
Advise authors on appropriate open access routes, taking account of funder requirements, publisher policies and institutional arrangements.
Monitor developments in open access publishing and related policy in order to support compliance and secure best value for money.
Review publisher and funder requirements in relation to open access, including rights retention and deposit requirements, and advise colleagues accordingly.
Upload manuscripts to Europe PubMed Central, the ICR's publications repository, and other relevant platforms where required.
Support the effective operation of the ICR's publications repository, including checking deposits and following up with authors where needed.
Maintain accurate records of open access expenditure and activity, and produce reports for internal and external purposes as required.
Liaise with authors and other colleagues to support timely and accurate completion of open access processes.
Review the effectiveness of local open access processes and identify opportunities to improve efficiency, clarity and compliance.

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### Freedom of Information

**This work will support the ICR's handling of Freedom of Information requests through the coordination of responses and the careful application of relevant legal and institutional requirements.**

Act as the main point of contact for Freedom of Information requests received by the ICR.
Coordinate responses to requests on behalf of the Head of Information Governance, including identifying the information required and obtaining this from colleagues across the organisation.
Draft responses to requests, ensuring that these are clear, accurate and issued within statutory deadlines.
Identify where exemptions or exceptions may apply, and seek advice where required.
Conduct public interest tests and prejudice tests where required, seeking advice where appropriate to ensure that responses are lawful, proportionate and well evidenced.
Recognise requests that should be handled under other processes, such as subject access requests, and liaise with the Head of Information Governance, as appropriate.
Maintain accurate records of requests and responses.
Undertake relevant training and maintain an up-to-date understanding of Freedom of Information requirements and practice.
Review local processes for handling requests and identify opportunities to improve efficiency, consistency and compliance.

### Thesis submission and examination

**This work will support the administration of the ICR's thesis submission and examination process, ensuring that key stages are completed accurately and on time.**

Administer the ICR's thesis submission and examination process, acting as a point of contact for students, supervisors and examiners.
Advise students, supervisors and examiners on the requirements and timing of the process, and follow up where actions have not been completed.
Liaise with relevant parties to obtain the information and documentation needed at each stage of the process, including for viva arrangements and examination outcomes.
Maintain accurate records of thesis submissions and examinations, and update relevant systems at key stages.
Maintain oversight of progress through the thesis submission and examination process, working closely with Registry colleagues and other parties to ensure that actions are completed and stages are accurately recorded.

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Work with the Deputy Deans to prepare award lists for approval and ensure that these are sent promptly to the University of London.

Contribute to the review and improvement of thesis submission and examination processes and supporting systems where required.

### Archives

**This work will support the management of the ICR's archive and related records processes, helping to ensure that materials are maintained appropriately and that off-site storage arrangements operate effectively.**

Maintain the ICR's archive of historical records and related archive systems.

Support the organisation and retrieval of archived materials as required.

Act as a point of contact for the ICR's off-site storage arrangements and liaise with the storage provider where needed.

Support good practice in records retention and archive management across the organisation.

Review archive and storage processes and identify opportunities to improve their efficiency and effectiveness.

### Service development and team support

**This work will support the ongoing development of services and processes within the Academic Systems team, including improvement work, limited cross-cover, and contribution to wider team activity.**

Identify opportunities to improve, streamline or automate routine processes within the areas of work covered by the post.

Support the administration of the ICR's research publications management system, including assisting users and helping to maintain accurate publication records.

Support work relating to research publication compliance and reporting, including monitoring publications and helping to collate information for the Research Excellence Framework (REF).

Contribute to small-scale projects and service development activity relating to library, open access, archives, thesis processes or other Academic Systems work.

Provide limited support for other Academic Systems activity where required, including maintaining question banks within the ICR's virtual learning environment.

Work flexibly across the team to provide cross-cover or additional support where needed.

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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 Regulation.

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.

The role requires a minimum of two days per week on-site in Sutton, with occasional work in Chelsea and additional in-person presence as needed for key events and operational requirements.

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### Person specification

#### Education and knowledge

Educated to degree level or equivalent professional experience.	Essential
Good understanding of the importance of accuracy, confidentiality and consistent process management in administrative work.	Essential
Willingness and ability to develop knowledge of relevant areas of work, including open access, copyright, Freedom of Information and records management.	Essential
Understanding of open access publishing and related funder or publisher requirements.	Desirable
Understanding of thesis submission and examination processes in a postgraduate education setting.	Desirable
Understanding of Freedom of Information requirements and associated good practice.	Desirable
Familiarity with literature searching tools and approaches.	Desirable

#### Skills

Excellent organisational skills, with the ability to manage a varied workload and prioritise effectively.	Essential
Strong attention to detail and the ability to work accurately and consistently within defined processes and deadlines.	Essential
Strong numerical skills, with the ability to work confidently with budgets, expenditure and service data.	Essential
Good written and verbal communication skills, with the ability to communicate clearly and appropriately with different audiences.	Essential
Ability to interpret and apply policies and procedures fairly and consistently.	Essential
Ability to work independently, use sound judgement, and take responsibility for managing operational processes with limited supervision.	Essential
Strong customer service skills and the ability to respond helpfully and professionally to staff, students and external contacts.	Essential
Good IT skills, including confidence in using standard office software and learning new systems.	Essential
Ability to identify opportunities to improve services or processes and to take a practical approach to problem-solving.	Essential

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Ability to deliver training or guidance to users, either one-to-one or in groups.	Desirable
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### Experience

Experience of working in an administrative, service or operational role requiring accuracy, organisation and attention to detail.	Essential
Experience of managing competing priorities and delivering work to deadlines.	Essential
Experience of working with detailed processes, policies or guidance and applying these consistently.	Essential
Experience of working in higher education, a library, or a research-related environment.	Desirable
Experience of supporting services relating to scholarly information, open access, student administration, or similar areas.	Desirable
Experience of using systems to manage records, publications, library resources or student processes.	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 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 Ashley Cousins for further information by emailing [Ashley.Cousins@icr.ac.uk](mailto:Ashley.Cousins@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.