
Chief Information Officer Candidate Pack

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In partnership with



ODGERS BERNDTSON

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Introduction

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. In the 2021 Research Excellence Framework (REF), the ICR was ranked first in Biological Sciences and is the UK's second-ranked academic research centre overall. The ICR also ranked third in the UK for the impact of its research on society.

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.

Digital Services Directorate

The Digital Services Directorate ensures that everyone at the ICR has access to the technology they need to do their jobs effectively including providing specialist IT support to the ICR's research community.

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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About the Institute

Our History of Discovery

Since its foundation in 1909, the ICR has pioneered some of the most important discoveries in cancer research. We provided the first convincing evidence that DNA damage is the basic cause of cancer, laying the foundation for the now universally accepted idea that cancer is a genetic disease. We also made some of the first discoveries of carcinogenic compounds in coal tar and cigarette smoke, indicating the potential link between smoking and lung cancer.

We have been a pioneer in cancer drug discovery and development since the 1950s, when researchers at the ICR were the first in Europe to develop chemotherapy agents for cancer. We also discovered the essential role of the thymus in our immune systems – a foundation of modern immunology and immunotherapy. And our researchers have worked closely with colleagues at The Royal Marsden to make major advances in the development of high-precision radiotherapy.

Over the last few decades, the ICR has been a global leader in understanding cancer biology and genetics, and at translating these discoveries into advances in precision treatment and targeted prevention. For example, we discovered the cancer gene BRCA2 – enabling families to be assessed for genetic risk and laying the groundwork for new forms of therapy in breast and other cancers.

Since 2005, we have discovered more new cancer drugs than any other academic institution – 20 drug candidates, ten of which have entered clinical trials. The prostate cancer drug abiraterone – which the ICR discovered and then developed with The Royal Marsden – is now benefiting hundreds of thousands of men with the disease worldwide. Our work in drug discovery was recognised by the American Association of Cancer Research Team Science Award in 2012 the Queen's Anniversary Prize in 2018.

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Job description

Department / division: Digital Services Directorate

Pay grade / staff group: Professional Services 0

Hours / duration: Full time 35 hours per week, Monday to Friday

Reports to: Chief Operating Officer

Main purpose of the job: This is a high-profile role within the ICR requiring both outstanding technical and leadership skills to drive transformation of our digital services and meet the demanding and complex needs of our world-class researcher community.

This Executive Director level role will have ICR-wide responsibility for establishing a high-performing service to ICR that delivers Corporate IT, Information Security, Scientific Computing and support for bioinformatics and data science activities.

Duties and responsibilities:

Strategic Development

Lead the delivery of a new ICR vision and strategy for Corporate IT, Scientific Computing and Information Security technologies and infrastructure that drive digital transformation across all aspects of ICR, ensuring these are fully aligned with the organisation's Research, Learning and Teaching, and Operational strategies.

Responsible for maintaining a clear and overarching view of ICR's technology consumption and keeping abreast of strategic and scientific program requirements to plan ahead to meet the increasing demand of future science.

Lead the ongoing evaluation of technological innovation to ensure that new technologies and developments can be exploited to release new benefit to researchers at competitive pace.

Develop strategic relationships with partner organisations to identify and exploit relevant synergies and benefits, for example with the Royal Marsden, Imperial College and The Crick.

Ensure effective partnership with senior leaders (Division Heads and Corporate Directors) to lead an IT service management approach that engages to ensure all services meet the needs of the business.

Lead organisational change to establish a high-performing and cohesive function that unites a range of related activities (including Corporate IT, Scientific Computing, information security and bioinformatics/data science support) to ensure high levels of professional and technical competence, an

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ethos of continual improvement, cohesive and coordinated service delivery, and high standards of customer service and associated infrastructure.

Establishes strategy for addressing risks arising from business operations and change.

Responsible for leadership of the development, maintenance and awareness of all technology policies across ICR, and the provision of quality advice and technical support.

Work with the COO and Research Lead to ensure appropriate governance Committee for all Digital Services activities including Corporate IT, Scientific Computing and Information Security.

Systems

Ensure the operational effectiveness of all Digital Services systems and infrastructure, and that Service Level Agreements/KPIs are effective, appropriate and managed.

Continuously innovate, review and improve Digital Services systems where required to streamline all internal operations and help optimize their strategic benefits (including as part of an organisation-wide Service Improvement and Efficiency Programme).

Responsible for effective management of a multi-million pound technology, services and infrastructure budget.

Be responsible for Digital Services procurement and robust ongoing supplier management to ensure excellent delivery, operational service management and drive value for money.

Ensure the consistent application of policies and standards across all technology projects, systems and services, including privacy, risk management, compliance and business continuity.

Executive Leadership

A member of the ICR Corporate Leadership Board responsible for representing Corporate IT, Scientific Computing and Information Security at the highest levels, including at ICR Board of Trustees.

With the Corporate Director Team, be collectively responsible for the delivery of ICR's Operational Strategy.

Line management responsibilities for the Deputy CIO (Corporate IT), the Deputy CIO (Scientific Computing) and the Chief Information Security Officer.

Managing relationships with key suppliers and data service providers.

Develop strong working relationships with senior research colleagues within ICR and partner organisations to ensure synergistic working between operational support and research activity

Provide leadership, coaching and direction for all team members, ensuring strong performance management at all levels within the function.

Comply with the ICR's Standing Financial Instructions and through the Annual Statement of Risk Management and Internal Control provide adequate assurance on good governance, internal controls, the management of risk and achieving value for money across all areas of responsibility.

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Represent the ICR in external discussions, and act as an advocate for scientific data management and for the open use of scientific data.

Information & Data Management

Develop and implement an Information and Data Management strategy, detailing how all data should be collected, its function and user requirements to ensure data quality and traceability.

Provide strategic leadership in the management, sharing, utilisation and protection of data and information in order to maximise the value of research at ICR.

Responsible for delivery and development of all ICR data management systems, including the Research Data Storage service.

Ensure effective provision of data management systems that support all areas of ICR's research, including the High Performance Computing (HPC) services.

Information Security

Provide organisation-wide leadership for ICR on all issues relating to Information Security, with responsibility for setting and maintaining information security standards across the ICR. This includes engaging with all groups that develop IT solutions, including research software, across the organisation to ensure a consistent approach.

Work with the Senior Information Risk Owner (the COO) and the ICR-wide Information Governance programme to ensure that ICR operates in full compliance with regulatory requirements.

Promote Information Security throughout ICR, and work with the Director of Academic Services to shape Information Governance policies and processes.

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

Broad knowledge of infrastructure planning and operations, design and deployment, as well as system life cycle management.	Essential
Understanding of the regulatory environment that ICR and its partners, notably The Royal Marsden NHS Foundation Trust, operate within.	Essential
Knowledge of emerging technologies and their value-adding impact on Research/Higher Education sectors.	Essential

Skills

Effective management of Digital Services' vendor/strategic partner relationships, and of managing/evaluating the risk/benefit of outsourced operations.	Essential
Ability to improve operational efficiency and service delivery effectiveness across all lines of business and technology platforms.	Essential
Strong budget planning, financial management and resource management skills.	Essential

Experience

Substantial experience of leading a high-performing and innovative an Digital Services function at the most senior level within a research-focused organisation.	Essential
Proven track record of ensuring quality delivery of product or services in customer focused manner.	Essential
A strong track record of establishing and motivating high-performing teams across a range of Digital Services services.	Essential
Professional credibility based on a strong technical background (that may include software development, infrastructure services and architecture).	Essential
Evidence of effective and visible leadership, with proven ability to influence senior-level management and key stakeholders.	Essential
Highly strategic, with considerable experience of formulating the Digital Services strategy in a complex and dynamic environment amidst complexity and ambiguity.	Essential
Extensive experience of leading transformational organisation-wide change programmes with key focus on delivering value and innovation within ICR.	Essential

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Personal Qualities

An outstanding communicator, adept at negotiation and stakeholder management.	Essential
A confident figurehead who leads by example, and is able to quickly establish a common purpose across teams.	Essential
Ability to thrive amongst ambiguity.	Essential
A natural curiosity and outward-looking approach.	Essential
Able to demonstrate a commitment to providing an exceptionally high level of service to both Research and Operations.	Essential
A natural leader with the ability to get the best out of the people by setting and communicating clear goals, measuring and recognising accomplishments, holding people accountable, giving constructive feedback and strongly managing performance; and coaching staff to nurture development.	Essential

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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 Alex Richardson at Odgers Berndtson (who are supporting the ICR with the recruitment for this role) for further information by emailing alex.richardson@odgers.com

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How to Apply

The preferred method of application is online at www.odgers.com/86284

If you are unable to apply online please email your application to response.manager@odgers.com

All applications will receive an automated response.

All candidates are also requested to complete an online Diversity Monitoring Form which will be found at the end of the application process.

For detailed information on how we process your personal data, please review our privacy policy on our website <https://www.odgers.com/privacy-policy/>

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

If you have any queries or would like more information in regard to this document, please contact:

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