ICR The Institute of Cancer Research

Contracts Manager
Candidate Information

March 2025

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.

Business and Innovation Office – Contracts Team

The Contracts Team sits within the Business and Innovation Office and is responsible for negotiating and authorising a wide variety of pre-clinical and clinical research-related contracts, and intellectual property agreements on behalf of the ICR with a range of external parties including other research organisations, universities, charitable bodies, hospitals, government departments and commercial organisations.

The Business and Innovation Office provides expertise to the ICR in all aspects of IP management and commercialisation as well as contractual and commercial aspects of interactions between researchers and industry and new venture creation. The base of the Business and Innovation Office is in Sutton, but team members have hybrid working arrangements and sometimes also work from our site in Chelsea.

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

Department / division:	Business and Innovation Office
Pay grade / staff group:	Professional Services Grade 3
Hours / duration:	Full time (35 hours per week), Monday to Friday.
Primary Reporting Line:	Reports directly to Head of Clinical Trial Contracts
Dotted Reporting Line:	Head of Business Development (Academic Research and Services Contracts)
Main purpose of the job:	To provide a professional and efficient contracts review, negotiation and advice service to the ICR's clinical trial units, colleagues in the Business and Innovation Office and across the wider ICR.

Duties and responsibilities:

Objectives of the Post

To provide contractual advice to colleagues in the Business and Innovation Office, the ICR's scientific divisions, clinical trial units and the wider ICR.
To draft, review, negotiate and conclude agreements that relate to research run by or at The ICR or research that the ICR are collaborating on.
To identify and where possible meet the expectations of stakeholders in performing the research and clinical trials contracting function.
To represent the ICR in negotiations with prospective partners and funders and third parties.
To be a member of the Business and Innovation Office team and contribute actively to team meetings.

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Responsibilities and Duties

Under the direction of the Head of Clinical Trials Contracts and working closely with scientific colleagues at all levels in ICR and with external legal advisors and insurers where necessary:

Draft, review, negotiate and conclude (through to approval for signature) various types of research and clinical trials-related contracts, and commercial agreements. Analyse the levels of risks posed in contracts and manage appropriately ensuring contracts are fair, equitable and enforceable.
Manage and track all contracts using the contract record system including handling incoming requests from both external and internal parties and contract amendments.
Work closely with study teams to ensure that arrangements within research and clinical trials contracts meet all ethics, protocol and regulatory requirements and that key contractual obligations are highlighted.
Where required work with ICR staff to ensure appropriate governance of clinical trials, studies and research and reflected in the final agreement.
Contribute to the development of ICR research and development management systems including reviewing changes in relevant legislation, codes of practice and guidelines to assess their impact.
Advise ICR (including the signatory) on all rights, obligations and constraints in agreements and authorise them for signature.
Build upon the existing relationships with the study and research teams to develop an understanding of the nature of the agreement needed, including intellectual property protection, rights, responsibilities and obligations.
Maintain an up-to-date working knowledge of relevant legislation, codes of practice and guidelines governing research managed and run at the ICR through external training where appropriate.
Provide advice and guidance to colleagues in the Business and Innovation Office, other Professional Service team in the ICR, and study teams with regard to contractual issues in the context of research. Where appropriate contribute to training and development.
Provide advice and supervision to junior members of the Contracts Team, where appropriate.
Review and develop new template agreements as required to ensure compliance with regulatory and governance requirements.
Reply promptly to queries from scientists, clinicians and study teams and keep them appraised of progress.
Develop areas of expertise in intellectual property management and commercialization as it relates to the ICR.

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Other Duties

Communicate verbally and in writing with internal (clinicians and researchers) and external parties (pharmaceutical companies, governmental entities, etc) in a cordial, articulate and timely manner to build and develop an understanding of their needs and maintain fruitful relationships.
Identify potential conflicts of interest between the objectives of the various stakeholders, and all other risks and liabilities, and mitigate against their impact.
Contribute to the review of the policies and procedures relating to research and clinical trials and related activities including insurance, IP management, governance and potential conflicts of interest.
Contribute to regulatory and funder inspections as required.
Attend and actively participate in Business and Innovation Office team meetings and contribute to discussions on strategic and general issues.
Maintain sector awareness relevant to research and clinical trials at the ICR.
Maintain and continue to expand established external networks, develop strategic relationships and promote partnering with the ICR.
Undertake occasional formal presentations within ICR.
Contribute to the development and maintenance of management information systems for contracts and other Enterprise Unit information; the preparation of management reports, metrics and other management information.
Potential line management opportunities.
Any other duties as may be required which are consistent with the nature and grade of the post.

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

	Essential (E) or Desirable (D)
Educated to degree level or equivalent	E
Understanding and knowledge of contract law and contractual issues	E
Practical experience of contract management	E
An understanding and knowledge of research and clinical trials and applicable regulatory and ICH guidance regarding clinical research and GCP	D
Legal qualification	D
Science degree in a discipline relevant to the ICR	D

Experience

Experience of working in a research contracts team, research development, business development, research support, research funding or similar role	E
Direct experience of negotiating with external partners	E
Experience of successfully reviewing, drafting, negotiating and concluding contracts	D
Experience of drafting and negotiating research and clinical trials agreements	D
Experience of working with and applying the EU Clinical Trial Directive and other regulations appropriate to clinical trials run in the UK	D
Experience of working in the NHS or the higher education sector	D
Experience in the pharmaceutical or biotechnology sectors	D
Experience in supervising, mentoring, or coaching junior team members, ensuring their professional growth and development within a collaborative environment.	D

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Skills

Well-developed analytic and problem-solving skills, able to interpret contract terms and to advise on their impact appropriately	E
Ability to negotiate and influence effectively	E
Good interpersonal skills at all levels	E
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
Proven good IT skills, with the ability to use computerised and web-based administrative systems and data sources effectively	E
Understanding of the legal risk associated with research and clinical trials	D
Understanding of the pharmaceutical industry	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 make decisions	E
Proven ability to work independently	E
Proven ability to work effectively under pressure, manage workloads and prioritise tasks effectively	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 environment	E
High productivity, drive and a “can do” attitude	E
Good judgment and a high level of professionalism	E
Networking skills	E
Commercial awareness	E

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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 Carina Blythe, Head of Clinical Trial Contracts for further information by emailing Carina.Blythe@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.