



Business Manager & Executive Assistant to Head of Division

Candidate Information

October 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.

Division of Radiotherapy & Imaging

The Division of Radiotherapy and Imaging includes the prestigious Cancer Research UK Cancer Imaging Centre, and overlaps with the Joint Department of Physics, which spans The Institute of Cancer Research, London, and The Royal Marsden NHS Foundation Trust. The post holder is instrumental for the efficient operation of the Division across both ICR sites and in close co-operation with The Royal Marsden Hospital.

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:	Radiotherapy & Imaging
Pay grade / staff group:	Professional Services 3
Hours / duration:	Full time (35 hours per week), Monday to Friday
Reports to:	Head of Division of Radiotherapy & Imaging
Main purpose of the job:	To provide highly efficient, proactive and comprehensive executive assistant and management support to aid the Head of Division in achieving their strategic and business objectives, successfully prioritising and balancing the varying demands of their specific workloads. The post holder is required to work effectively and efficiently by developing, implementing and maintaining administrative systems and practices which enhance and support the overall division.

Duties and Responsibilities:

Diary & Correspondence Management

Intelligently manage the Head of Division’s complex diary so that their time is used effectively, aligns with confirmed priorities and incorporates new urgent issues.
Full and effective management of a busy inbox, regularly reviewing commitments with the Head of Division and proactively prioritising these to enable forward planning.
Organise the Head of Division’s workload, ensuring that they are apprised of upcoming deadlines in adequate time to ensure work is completed and reviewed. Use discretion to identify priorities and issues and proactively seek briefing and further information on these as required.
Act as first point of contact and ambassador for the Head of Division and proactively manage and filter correspondence and enquiries to prioritise or redirect to others as appropriate.
Use discretion to respond to senior colleagues/stakeholders on behalf of the Head of Division where appropriate.
Respond to correspondence within delegated areas of responsibility or draft correspondence for the Head of Division where their review and/or approval are necessary.
Support the Head of Division to monitor progress on delegated work through reviewing action points from meetings and regular reports. When necessary, use persuasion and influence to negotiate outcomes and

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deadlines so that projects are completed in a timely fashion. Where necessary, take appropriate steps to progress actions assigned to the Head of Division, on the Head of Division's behalf.

Issue or draft a range of accurate and high-quality formal correspondence on behalf of the Head of Division as appropriate, including updating their CV and publications to internal databases, producing PowerPoint presentations, organising seminars, etc.

Work with the Business Manager & Executive Assistant to the Deputy Head of Division and Head of the Joint Department of Physics to ensure strong communication and systems consistency across the Division.

Servicing Meetings

Ensure proactive planning and preparation for meetings, including pre-empting meeting needs such as travel, paperwork, briefings, room bookings, videoconferencing and catering.

Co-ordinate with appropriate colleagues to arrange bi-weekly Lab Meetings and quarterly Radiotherapy & Imaging Division Seminars.

Take meeting notes and minutes when required, circulating these in a timely manner and ensuring proactive follow up on key actions, milestones and priorities.

Travel Arrangements

Fully manage and arrange complex international and domestic travel arrangements and prepare detailed itineraries, liaising with travel suppliers, external contacts and other stakeholders as required, presenting the Head of Division with best possible solutions.

Operational Management

Horizon scanning, regularly reviewing commitments and priorities with the Head of Division and proactively prioritising these to enable forward planning.

Responsible for leading and coordinating the development of all effective operational support across the Division, excluding the Joint Department of Physics which has a separate support structure. Work closely with the Business Manager & Executive Assistant to the Deputy Head of Division and Head of the Joint Department of Physics to ensure all members of the Division have access to quality administrative support and amend workloads and responsibilities or recruit new team members to accommodate when necessary.

Working with direct reports to ensure smooth team administration including staff deployment, annual leave monitoring, finance and HR reporting, HSE compliance, minute taking, maintaining filing systems, following up on actions, archiving documents, processing invoices, expense claims, organising team meetings / away days, contracts with Business & Innovation Office for external speaking commitments, participation in Advisory Boards or other meetings, and other office duties as required.

Research and pro-actively brief the Head of Division on operational matters, advising and providing relevant information as appropriate to support timely decision making.

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Proactively implement policies introduced and provided by Corporate Services, RMH (as they apply to the Division) and funders, providing advice and guidance as required.

Prepare papers for meetings and attend as the Department's representative as required.

Proactively see projects through from start to finish, managing time and tasks effectively.

Financial Management

Manage and be accountable for allocated Divisional budgets, ensuring appropriate robust control and monitoring and that all financial transactions comply with ICR regulations.

Manage the budgets of several complex large research grants at ICR and RMH in close collaboration with the respective finance departments. Ensure that the Division complies with funding bodies' regulations and procedures and that research funding is managed appropriately and expended for the purpose for which it was intended.

Provide regular, relevant financial management information to the Head of Division, highlighting any problems, trends and issues affecting departmental finances, to troubleshoot and solve day-to-day and complex systemic problems as needed.

Support the Division in preparing costings for grant applications, research proposals and any other ad-hoc business plans as necessary, liaising with appropriate departments.

Support the Head of Division in preparing written papers and presentations as part of the grant application and review processes relevant to the Division.

Co-ordinate the Head of Division's enormously complex involvement with pharma and biotech partners. This includes co-ordinating regular research meetings with external organisations (e.g. AstraZeneca (AZ), Boehringer Ingelheim (BI), GSK, Replimune) and advisory/steering board meetings with >10 pharma/biotech partners.

Facilitate business development opportunities, including very large research grants from AZ, BI, GSK, MSD and Replimune and honoraria/advisory/steering board payments from multiple pharma partners (totalling >£50K per annum).

Work with the Head of Division to produce the annual budget submissions in line with the planning cycle to support the Division's operational and strategic plans.

People Management

Oversee the recruitment of staff within the Team, including funding authorisation, finalising JD/PS, advert, managing e-recruitment, interviews etc., liaising with the Recruitment Team as necessary.

Support the Head of Division with administration relating to the team, e.g. performance management reviews, regular 1:1s and any other meetings, seeking appropriate assistance from Human Resources where appropriate.

Manage the performance of direct reports throughout the year via 1:1 meetings and the annual appraisal process.

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Identify the development needs of direct reports, defining and regularly reviewing a development plan and in some cases monitoring the overall administrative support required for the Division, taking responsibility for allocating support to scientific leads and monitoring performance as required.

Provide leadership and mentoring support to staff in other administrative support roles in understanding of ICR systems and processes.

Communication & Stakeholder Management

Be a key liaison between the Division and internal and external stakeholders, facilitating communication and engagement both internally and externally.

Enhance the working relationship with ICR and The Royal Marsden in the joint department to ensure smooth working and a mutual understanding of opportunities and challenges.

Establish, develop and build effective working relationships with the CEO's office and the Corporate Services Division, and key external national and international contacts and collaborators, alerting the Head of Division to any issues and proposing solutions to deal with them.

Liaise with operational teams in ICR, RMH and Imperial College to facilitate the Head of Division's responsibilities to a number of ICR and external committees, including, but not restricted to, the Board of Trustees, Executive Board, Academic Board, Research Strategy Board, CRUK Convergence Science Centre Executive Management Committee, RadNet Steering Board, Biomedical Research Centre Steering Committee and Advanced Technologies for Cure Theme Working Group.

Provide a high-profile public image for the Division, acting as a focal point/first point of contact for matters relating to the Division and handling issues or redirecting as appropriate.

Enhance effective communications between the Head of Division and Group Leaders within the Division and with other Divisions, including organising regular meetings, developing agendas and ensuring follow up actions are pursued and completed.

Develop a sound working knowledge of the sector to assist in the effective performance of the role.

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.

Take responsibility for own continuing professional development so that knowledge of developments and best practice is current and informs professional delivery.

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.

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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.

Person specification

Education and Knowledge

Educated to degree level or equivalent/relevant experience	Essential
Educational background in a science or science related subject	Desirable

Skills

Professional and non-judgemental manner and discreet approach to dealing with confidential matters	Essential
Excellent organisational skills with the ability to deal with a high workload	Essential
Advanced literacy, numeracy and analytical ability	Essential
Effective line management skills with the ability to motivate, influence, challenge, and coach others	Essential
Advanced verbal and written communication skills	Essential
Ability to effectively 'manage upwards' using tact, negotiation and an ability to think strategically to ensure the Head of Division is aware of key priorities and deadlines and to ensure these are met	Essential
Sound level of computer literacy and knowledge of office technology and systems	Essential
Excellent interpersonal skills with the ability to work collaboratively with people from all backgrounds and organisational levels	Essential
Diplomatic and tactful with excellent dispute resolution and influencing skills	Essential
Advanced organisational and problem-solving skills	Essential
Strong attention to detail and ability to produce accurate and detailed work with minimum supervision	Essential
Proactive with the ability to prioritise multiple tasks and work to competing, changing deadlines	Essential
Ability to work under high pressure and remain calm with the diary rapidly changing on a regular basis	Essential
Budget monitoring experience	Desirable

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Experience

Experience of working in the Scientific and/or Higher Education and/or charity sector	Desirable
Experience of providing executive assistant support to senior level staff	Essential
Experience of working in a complex organisation	Essential
Experience of working under pressure with strict deadlines and dealing with complex issues with competing priorities	Essential
Management experience	Essential
Experience of developing, implementing and maintaining offices systems (electronic and manual)	Essential
Project Management experience	Desirable

General

Committed to the ICR's mission, values, aims and objectives	Essential
Proactive and able to anticipate the needs of your manager	Essential
Resilient, self-motivated and driven	Essential
Calm, professional presence and gravitas	Essential
Flexible and dynamic approach	Essential
Ability to work flexibly across both ICR locations (Chelsea and Sutton) as required	Essential
Interest in cancer research	Desirable

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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

You may contact Joanna Panayiotou for further information by emailing joanna.panayiotou@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.