



Change Analyst - Stratus

Candidate Information

February 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.

Stratus Programme, Digital Services

To support delivery of an ambitious new strategy, the ICR has begun a programme of transformation to achieve our vision for an excellent and sustainable organisation, that is ready to meet the challenges of the future. Our 'Evolve' principles create a framework for achieving these goals, through building modern, easy-to-use, sustainable and efficient support services, which are always improving and adding value. Stratus will be one of three key programmes (alongside growing our income and developing our estate) through which we deliver an excellent and sustainable organisation.

Stratus will implement a cloud-based Enterprise Resource Planning software-as-a-service (SaaS) solution, and support the organisation to adopt simple, standard and modern processes in our everyday operations.

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Effective change management is crucial to the success of the Stratus programme. If we do not take our people on the change journey, they will not fully embrace and adopt the changes. As a Change Analyst for Stratus, the successful candidate will support the Senior Change Manager to enable the benefits realisation of the Stratus programme.

A key part of the role will be to work with stakeholders at all levels and use multiple methods to collect, analyse, and interpret data related to the changes being implemented.

For example, you will be carrying out extensive change impact assessments to understand the impact that changes will have on people, processes and ways of working, or identifying and measuring benefits to demonstrate the success of Stratus.

You will then use the data gathered to inform the design of activities, artefacts and content to support the change management elements of the programme.

You will also monitor and report on engagement and progress, regularly reviewing and updating plans and reports and identifying risks and other areas that require attention and remediation.

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: Digital Services

Pay grade / staff group: Professional Services 04

Hours / duration: Full time (35 hours per week), Monday to Friday. Fixed term contract (18 months)

Reports to: Senior Change Manager (Stratus)

Main purpose of the job: Collecting, analysing and reporting on data related to the planned changes, and providing recommendations and outputs to inform and support the change management strategy.

Duties and responsibilities:

Key Duties

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| Support change management activities by drafting plans, artefacts and meeting content |
| Support stakeholder engagement activities and track engagement |
| Regularly review and update the Stratus change management plan |
| Track and report on change management progress |
| Conduct the change impact assessment for Stratus to understand the impact that changes will have on personas, processes and ways of working |
| Collect, analyse, and interpret feedback and data related to the changes being implemented |
| Support the identification and tracking of benefits |
| Provide recommendations and outputs to inform and support the change management strategy |
| Support the Senior Change Manager with any other aspects of their role as required |

General

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| 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. |

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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

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| Educated to degree level or equivalent experience | Essential |
| Change management qualification (e.g. Prosci) | Desirable |
| Knowledge of change management principles, methodologies and tools. | Essential |

Skills

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| Strong communication (written and verbal) and interpersonal skills | Essential |
| Ability to work independently and as part of a team | Essential |
| Proficiency in Microsoft Office suite | Essential |
| Ability to work under pressure and meet deadlines | Essential |
| Ability to establish and maintain strong relationships | Essential |
| Ability to clearly articulate messages to a variety of audiences | Essential |
| Flexible and adaptable; able to work in ambiguous situations | Essential |
| Ability to create and analyse surveys | Desirable |
| Ability to create visually engaging reports and presentations | Essential |
| Ability to develop and maintain accurate lists, trackers, plans and assessments | Essential |
| Ability to identify and quantify benefits and establish metrics and mechanisms for tracking benefits realisation. | Desirable |
| Ability to explore creative ways to engage diverse audiences | Essential |
| Strong organisational skills and ability to effectively prioritise activity and balance competing demands | Essential |

Experience

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| Experience of working on change projects | Essential |
| Experience of working in a Higher Education or Research Institution | Desirable |
| Experience with change initiatives in a complex organisation | Desirable |
| Experience of working on digital transformation projects | 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 Janine Terry, Senior Change Manager for further information by emailing janine.terry@icr.ac.uk.

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