



Researcher Development Coordinator Candidate Information

10th March 2023

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 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.

Learning and Organisational Development Team, Human Resources

We provide a wide range of training and career development support for all staff and students covering: research skills, management and leadership development and personal development. We also lead on supporting equality and diversity including external awards such as Athena SWAN and HR Excellence in Research.

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: Learning and Organisational Development, Human Resources

Pay grade / staff group: Professional Services – PS4

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

Reports to: Researcher Development Manager

Main purpose of the job:

This role will be responsible for supporting the personal and career development of research staff and students. This involves, consulting with key staff groups, conducting training needs analysis, commissioning external training providers, designing and delivering internal training programmes, providing one-to-one careers support and producing advertising materials & resources.

A genuine interest in the training and career development of research staff including external frameworks for these is essential for the role, as are good organisational, the ability to manage multiple projects, and ability to network & communicate with a wide range of stakeholders.

Duties and responsibilities:

Training and researcher development projects/events

Support the ICR's Scientific Officer and Student representatives with their annual training events such as the student Away Day, Technical Conference and the Lunch and Learn training series

Design and deliver tailored workshops for research and non-research audiences on topics such as project management, presentation skills, job hunting, team work

Organise and manage Technician Commitment Steering Group meetings, liaising with Faculty members and involving them in the framework

Consult, shape and implement ICR Technician Commitment action plan, in collaboration with Scientific Officer Association & steering group - including responsibility for drafting Technician Commitment reports

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Work with RITG (Research Institutes Technicians Group) to support technical staff cohorts, including the organisation of the annual cross-institutional Conference and online programme of events
Work with student committee, Registry and Dean's team to prioritise, budget, design and organise the student careers provision with The Careers Group and advertise these opportunities to students and their supervisors
Attend and input into the Student Liaison Committee and Research Degrees Committee meetings, including preparation of the Annual Student Training Report & input into other annual reporting to funders as required
Work with Faculty to support internal training provision e.g. statistics
Monitor expenditure against student training budget and report to Registry annually
Deliver key student training, including Induction, Preparation for Transfer Viva and support in becoming a Committee Rep
Provide one-to-one careers advice, CV checks and mock interviews to researchers including PhD students & SOs, including reviewing SO promotion applications and providing feedback
Manage Professional Registration mentoring scheme in collaboration with RITG partners

Communication

Work with Researcher Development Manager to maintain contact with networks of research staff at ICR e.g. Students, Scientific Officers Association and Post Doc Association
To produce quarterly newsletters for students and scientific officers advertising internal training as well as materials for training options both at the ICR and elsewhere– posters, brochures, fliers
To design and analyse annual researcher training surveys, and manage implementation of changes according to feedback and emerging training needs
Work with communications team to produce intranet articles to raise the visibility and celebrate achievements of technical staff at the ICR
Maintain a database of potential careers speakers and contacts e.g. Faculty, potential employees, partner HEIs, Research Institutes, former Post Docs and Students, e.g. via LinkedIn
Editing audio, podcasts and recordings of talks/seminars and other digital media and uploading to ICR intranet
Provide data for Athena SWAN project and any other requested ad hoc reporting required

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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 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

A first degree in life sciences (or equivalent) and/or experience of working in supporting researcher training / career development.	Essential
MSc or PhD, ideally in life sciences, with an understanding of, and interest in, supporting the career development for researchers	Desirable
Knowledge of the key issues relating to researcher development e.g. Technician Commitment and Researcher Concordat	Desirable

Skills

Excellent organisational skills and proven ability to manage and deliver projects	Essential
Excellent communication and interpersonal skills – confident and able to network effectively across the ICR and beyond	Essential
Ability to work well as part of team	Essential
Strong IT skills such as MS Office, particularly Excel and Powerpoint	Essential
Ability to create timely, clear and accurate data and reporting with strong attention to detail	Essential
Budget management and reporting writing experience	Desirable
Background or knowledge of the use of informatics/statistics in a biomedical research setting	Desirable

Experience

Experience of presenting to large groups e.g. seminars, conferences, meetings	Essential
Experience of working as a researcher in academia or industry	Desirable
Experience of organising and managing events e.g. conferences, training courses etc.	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 Elise Glen for further information by emailing elise.glen@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.