ICR The Institute of Cancer Research

Clinical Data Analyst
Candidate Information

June 2025

The Institute of Cancer Research

About our organisation

The ICR is one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. The scientists at the ICR have contributed to identifying several cancer genes, discovered multiple practice changing cancer drugs and have developed precision therapies. Together with our hospital partner The Royal Marsden (RM), we are rated in the top four centres for cancer research and treatment worldwide.

The ICR was ranked first in the UK for its research in biological sciences in a combined assessment of research quality, impact and environment; and overall, second in the UK among all higher Education institutions in REF 2021 analysis.

As an academic institute, ICR is a college of the University of London and has a charitable status. The institute operates with funding support from grants, partner organisations, charities, donors, industry partners and the general public. The ICR has more than 1,000 staff, researchers and students across three sites – in Chelsea and Sutton.

Drug Development Unit – Investigator Initiated Trials team

The Drug Development Unit, led by Professor Johann de Bono aims to seamlessly integrate preclinical drug discovery, proof-of-principle phase I trials and tumour-specific evaluation of novel agents. It is a conduit for the two-way communication between laboratory and clinical teams that is so essential for successful modern drug development.

The unit conducts first-in-man phase I trials involving a range of targets, including growth factor or intracellular signalling, angiogenesis, apoptosis, epigenetics and DNA repair. All trials are underpinned by extensive analysis of biomarkers, both predictive and pharmacodynamics.

The DDU includes The Oak Foundation Drug Development Centre (Oak Ward) housed within The Royal Marsden at the Sutton site and

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specifically designed for phase I clinical trials. Opened in February 2005, the centre provides 10 inpatient beds, five treatment chairs and two outpatient suites, and allows researchers to enter almost 300 patients onto phase I trials each year. This makes the unit one of the largest of its kind in the world.

The DDU also has a portfolio of investigator-initiated phase 1 trials (IIT's) of novel targeted agents and combinations of these, including those made available via Cancer Research-UK's (CRUK) Experimental Cancer Medicine Centres (ECMC) Combinations Alliance. These studies are centrally managed by the IIT team within the DDU that performs those functions associated with sponsoring early phase trials including project management, monitoring, pharmacovigilance, database development and central data review. The successful applicant will support the Senior Clinical Data Analyst in overseeing data management activities of the IIT team.

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.

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Job description

Department / division:	Drug Development Unit / Clinical Studies
Pay grade / staff group:	Scientific Professional 7
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract for 1 year
Reports to:	Senior Clinical Data Analyst
Main purpose of the job:	The post holder will have responsibility for data management including data review, data analysis and assisting with database set up, implementation and support.

Duties and responsibilities:

Data management

Perform Data Review of trial data and monitor status of data entry and query resolution.
Assist the senior data analyst with the development of clinical trial databases, create Case Report Forms, specify validation checks, and perform validation of all programmed checks.
Assist with and become proficient at database change requests.
Review clinical trial data ensuring ongoing data cleaning is managed effectively and efficiently, highlighting any issues that may affect data quality.
Prepare data for interim and/or full analysis in collaboration with the trial statistician.
Train staff and users to work with clinical databases and linked systems/programs.
Run data exports from databases, TRADERS and Jreview systems as required

Trial monitoring

Assist the Clinical Trials Manager/Clinical Research Associate with site initiation visits to ensure that the relevant study site personnel are trained in entering the clinical trial data.
Maintain regular contact with all collaborating sites, dealing promptly and efficiently with any queries, acknowledging all communication, and ensuring efficient flow of information.

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Work closely with the Clinical Research Associates and perform monitoring visits to participating sites to verify trial activities are compliant with the trial protocol, GCP and all applicable regulations, in accordance with unit SOPs.
Assist the Clinical Trials Manager with close out visits according to unit SOPs. Ensure projects are archived according to unit SOP

Administrative

Assist in preparation and/or maintain up to date trial related documentation such as Trial Master and Site Investigator Files. Assist in the preparation of reports and presentations for meetings.
Contribute to the preparation of abstracts, posters and manuscripts.
Facilitate any audit, inspection or progress visit processes required by regulatory bodies or sponsor's office.
Maintain quality control procedures for all aspects of trial conduct to ensure compliance with GCP, research governance standards and all applicable legislation (e.g. The Medicines for Human Use (Clinical Trials) Regulations, Data Protection Act).

General

Willing and able to take on an office-based role with some flexibility.
Any other duties as may be required which are consistent with the nature and grade of the post.

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Person specification

Education and Knowledge

Educated to degree level in life sciences or nursing	Essential
Knowledge of GCP (EU Directive 2001/20/EC and GCP Directive 2005/28/EC)	Essential
Knowledge of the specific requirements of Phase I or oncology studies	Desirable

Skills

Ability to develop effective working relationships with staff at all levels	Essential
Excellent attention to detail	Essential
Excellent communication and teamwork skills	Essential
Ability to manage and prioritise workload	Essential
Good IT skills, proficient with the use of MS Office applications, especially MS Excel.	Essential

Experience

No experience is necessary as full training will be given.	Desirable
Experience of using an electronic data capture (EDC) clinical trial database	Desirable
Knowledge of Phase I trials or oncology trials	Desirable
Experience in data management	Desirable
Experience of working in accordance with ICH-GCP regulatory standards for the conduct of clinical trials and UK Research Governance	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 Toby Prout for further information by emailing toby.prout@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.