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# Clinical Research Operations Coordinator

## Candidate Information

May 2026

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### 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 / Clinical Studies

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

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Ward) housed within The Royal Marsden at the Sutton site and 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 I trials of novel targeted agents and combinations of these, working with the Experimental Cancer Medicine Centre network across the UK and with other Phase I units internationally. These studies are centrally managed by a dedicated 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 be responsible for managing allocated Phase I clinical trials to agreed timelines and budget, ensuring compliance with GCP and the UK Clinical Trials legislation.

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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:** Drug Development Unit / Clinical Studies

**Pay grade / staff group:** Research Management 1

**Hours / duration:** Full time (35 hours per week),  
Monday to Friday.  
Fixed term contract for 1 years

**Reports to:** Senior Clinical Trial Manager

**Main purpose of the job:** The post holder will help with coordinating clinical trials activities by working closely with clinical trial managers and clinical research associates within the DDU-IIT Team.

The post holder will support coordination of SAE management, Pharmacovigilance and associated administrative tasks with the DDUU-IIT Team.

The post holder should adhere to Good Clinical Practice (GCP), UK Clinical Trials Regulations and Standard Operating Procedures (SOPs) within the ICR/RM and DDU-IIT Team.

### Duties and responsibilities:

### Trial conduct

Assist in the preparation of essential study documentation
Support senior staff with coordinating sub-contracted activities
Prepare and circulate meeting minutes to the team
Maintain Trial Master Files to ensure a clear audit trail of trial activities is retained
Assist with the set up of the eTMF/CTPM system; assist with printing, scanning, photocopying and uploading study related documents.
Facilitate any audit, inspection or progress visit processes required by regulatory bodies, or sponsor(s)
Maintain quality control procedures for all aspects of trial conduct to ensure compliance with Good Clinical Practice, research governance standards and all applicable legislation (e.g. The Medicines for Human Use (Clinical Trials) Regulations, Data Protection Act)

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Support the study team in the preparation of trial folders and essential documentation filing
Support the study team with archiving TMF study documentation
Assist with the review and preparation of SOPs and guidance where necessary
Attend and contribute to DDU-IIT's study team meetings

### Pharmacovigilance processes

Assist in the processing and administration of SAEs
Liaise with Principal Investigators (PI) and site teams to ensure compliance to safety reporting SOP/guidance
Liaise with Chief Investigators (CI) to ensure compliance to safety processing SOP/guidance, delegation of duties and eTMF/TMF maintenance
Communicate with pharma partners and other relevant stakeholders to provide safety information, SAE reconciliation and updates
Liaise with sponsor trial team with regards to all safety reports; ensure all safety reports are updated to completion/submission
Ensure site staff are fully trained in the safety reporting process
Maintain all pharmacovigilance trackers and databases

### Administrative Duties

Participate in any other internal meetings as required
To liaise with wide range of staff groups, internally and externally
Follow GCP, SOP, standard practice and relevant study protocols
Plan and organise workload
Prioritise workload and work in a flexible manner
Work independently using own initiative (staff are available as point of reference for any queries and will meet regularly)
Perform administrative tasks in order to assist the team with the administrative operational needs of the DDU-IIT Clinical trials

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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 medical, life science, nursing or pharmacy equivalent degree; significant prior experience of working in a clinical trial environment combined with a non-science degree is also acceptable.	Essential
Knowledge of GCP (EU Directive 2001/20/EC and GCP Directive 2005/28/EC)	Desirable
Knowledge of the specific requirements of Phase I oncology studies	Desirable

#### Skills

Be motivated and be able to work independently and with excellent attention to detail	Essential
Proven ability to develop effective working relationships with staff at all levels	Essential
Good logistical and planning skills, ability to prioritise effectively	Essential
Excellent verbal and written communication skills	Essential
Good IT skills, proficient with the use of MS Office applications	Essential

#### Experience

Experience or knowledge of oncology; or Experience of working in accordance with ICH-GCP regulatory standards for the conduct of clinical trials and UK Research Governance	Desirable
Experience in working in clinical trials as a clinical trials assistant or data manager, or in a health care or science related field, though recent graduates with relevant experience can apply	Desirable

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We offer a fantastic working environment, great opportunities for training 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**

If you require further information, please email [ddu.iit@icr.ac.uk](mailto:ddu.iit@icr.ac.uk) .

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