



Data Science Coordinator Candidate Information

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. The ICR was the second-ranked academic research centre in the UK- according to the Times Higher Education league table of university research quality and impact compiled from the Research Excellence Framework (REF 2021) - and first for biological sciences.

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.

Data Science at the ICR

It is universally recognised that Data Science is a core component of research across the spectrum of activities ongoing at the ICR, enabling ICR's strategic vision to understand the complex ecosystem of cancer by fully realising the knowledge within internal and external datasets.

Data Science Steering Committee.

This post will be accountable to the Data Science Steering Committee. The Data Science Steering Committee provides a federated model for academic leadership of data science at the ICR to maximise the impact of our cancer research, by applying innovative data science and computation tools (in addition to our traditional areas of strength) to

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tackle the important cancer questions and ensuring infrastructure is considered to enable this.

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:	This post will report to the Data Science Steering Committee and have a dotted line to the Scientific Computing team
Pay grade / staff group:	Professional Services 4
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract for 3 years
Reports to:	Data Science Steering Committee. Current Chair: Professor Richard Houlston, Head of Division, Genetics and Epidemiology. Current Deputy Chair: Professor Trevor Graham, Director of the Centre for Evolution and Cancer and Deputy Head of Division of Molecular Pathology
Main purpose of the job:	This post will serve as a visible liaison person to help matchmake for Data Science needs across the institute through coordination of seminars, facilitation of grant applications and supporting the Data Science Steering Committee.

Duties and responsibilities:

Liaison and coordination activities

Build a detailed understanding of the Data Science requirements and activity across the institute
Draft agendas for and organise, coordinate, attend and minute the Data Science Steering Committee meetings, and ensure that follow-up actions are recorded, communicated and completed to a high standard and in a timely manner
Matchmake for Data Science needs across the institute including the organising, promotion and running of seminars, mailing lists and other activities as agreed by the Data Science Steering Committee
Develop and maintain the ICR's intranet information on data science

Supporting data science resources

Signpost and facilitate access to data resources, including NHS digital, Genomics England, Hartwig, MSK Impact, TCGA, etc., and internal research data repositories, and to additional datasets as required
Have an overarching oversight of the use of these datasets to mitigate against duplication of effort

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Identifying and accessing new data resources as when these become available and promoting the opportunities in new resources to the ICR's Data Science community
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Develop and manage a process that ensures equitable access to Data Science staff
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Working close with Scientific Computing to ensure coordination of resources available

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
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Any other duties that are consistent with the nature and grade of the post that may be required.
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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.
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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.
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Person specification

Education and Knowledge

First degree in the medical or biological sciences	Essential
Postgraduate qualification in a scientific subject or equivalent work experience	Essential
Understanding of the general issues and working practices involved in scientific research	Essential

Skills

Ability to communicate effectively and confidently and build effective working relationships with scientific and professional services colleagues	Essential
Excellent organisational and time management skills including the ability to prioritise simultaneous projects to meet deadlines	Essential
Excellent verbal and written skills, including the ability to draft accurate and succinct papers and briefing notes	Essential
High standards of accuracy and attention to detail, both in written and numerical work	Essential
Ability to work well as part of a team and also being able to work using initiative	Essential
IT: Highly proficient user of Microsoft Word, Excel, PowerPoint, and Adobe Acrobat etc	Essential

Experience

Experience of the research environment in academia, industry or other relevant areas	Essential
Experience in an administrative post, preferably in an HEI or other research environment	Essential
Experience of the preparation of grant funding applications and/or interacting with scientific and/or clinical research staff on funding issues	Desirable
Experience of servicing committees and preparing high quality and succinct minutes of meetings	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 Richard Houlston for further information by emailing Richard.Houlston@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.