



Change Leader Candidate Information

January 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.

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:	Chief Operating Officer's Office
Hours:	Full time (35 hours per week) Monday to Friday
Duration:	Fixed term contract (12 - 18 months)
Reports to:	Chief Operating Officer
Main purpose of the job:	To drive and deliver an ambitious transformation programme across the business to bring about service improvements and efficiencies gained through technology and process improvement.

Key Accountabilities

Ensure leadership and delivery as key driver of the change programme
Provide transformation programme expertise to the organisation
Create the frameworks for delivery for specialist external partners
Support senior leaders to deliver change within their own functions
Build internal capability to deliver continuous improvement and change following programme completion
Lead effective stakeholder management with research communities and professional services staff
Ensure effectiveness of delivery by external specialist partners
Regular engagement with senior stakeholders
Develop business-aligned transformation strategies in cross-cutting areas
Business case development to support decision making
Develop and drive a transformation culture across the organisation inspiring change and accountability
Develop, embed and maintain transformation governance frameworks to maximise impact of transformation while minimising potential risk
Invest in the development of colleagues within transformation, and sponsor the development of talent to embed change capability within the organisation
Ensure all initiatives are delivered in budget and on time within programme timelines, including cross cutting projects/ initiatives
Ensure effective conflict resolution of issues, implementing corrective action and re-engaging focus where necessary, escalating only when appropriate

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Meet programme objectives and deadlines

Stakeholder management and leadership

Develop senior stakeholder relationships across the organisation

Provide leadership and direction to the organisation, creating a working environment of high employee engagement

Coach and mentor the change team, drawing talent from within the organisation to support the programme

Decision-making and problem-solving

Perform and present analysis to help prioritise and solve for identified opportunities and challenges

Perform analysis to help prioritise and solve for identified opportunities

Identify and resolve day to day and medium-term project challenges

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.

To be familiar with the ICR's approach towards risk management including its policies and procedures, which require all staff to play an active part in identifying and managing risk.

You are expected to challenge or report inappropriate or unacceptable behaviour in the workplace, including that which may be deemed to be discriminatory, or which is not in accordance with the ICR's Values, and to behave in accordance with the ICR's Values yourself.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

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

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

Educated to degree-level or equivalent	E
Organisation-wide change and business transformation	E
Up to date knowledge of technology and process automation in transformation programmes	E

Skills

Analytical problem-solving skills to address issues in often complex/sensitive situations	E
Ability to make data-driven decisions	E
Leadership and Programme Management skills	E
Excellent written and verbal communication skills, with the ability to express complex concepts and processes in a straightforward manner	E
Ability to present important concepts to senior executives to gain buy-in	E
Demonstrable evidence of the ability to influence and negotiate with key stakeholders	E
Excellent interpersonal skills which enable the post-holder to develop effective working relationships quickly and to establish credibility	E
Ability to maintain a high standard of personal integrity, demonstrate respect for other viewpoints and create an inclusive programme environment	E
The tenacity to overcome obstacles	E
High standard of computer literacy, preferably in MS Office, including presentation software such as Powerpoint and Visio.	E
Ability to produce work to a high standard, with excellent accuracy and attention to detail.	E
Ability and desire to share learnings/knowledge with others to build internal capability	E

Experience

Proven experience of implementing technology-driven change and process automation	E
Proven track record of developing and delivering organisation-wide transformation programmes	E
Experience of working with academics, scientists, or in similar environments	E

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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.

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 season tickets 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, at our Sutton site, access to a gym and sporting facilities.

Further information

For an informal discussion regarding the role, please contact Gordon Stewart, Chief Operating Officer at gordon.stewart@icr.ac.uk or on 020 7153 5371.