



Research Strategy and Committees Manager Candidate Information

May 2025

The Institute of Cancer Research

Research Services

The Research Services function includes the Research Operations Unit, Strategic Grants, Policy and Partnerships and Core Research Facilities. The teams provide proactive research support to the research community including support for Faculty recruitment, research committees, research systems and information and grant coordination along with monitoring the UK research funding and policy landscape to ensure the ICR can respond to changes and opportunities. In addition the team is responsible for running key core research facilities.

The role of Research Services directorate is to create an efficient and effective research environment for the scientific community to flourish.

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:	Research Services
Pay grade / staff group:	Professional Services 3
Hours / duration:	Full time (35 hours per week), Monday to Friday.
Reports to:	Director of Research Services
Main purpose of the job:	Secretariat for key Research Committees Operational oversight of the implementation of the research strategy Project management for research initiatives

Duties and responsibilities:

Lateral Relationships

CEO, ICR
Heads & Deputy Heads of Division
Academic Faculty
Research Services Teams
Business & Innovation Office
Finance
Human Resources
Corporate Governance and Secretariat teams
External funders
Clinicians and Senior Managers at the Royal Marsden
Senior external collaborators
The Chair and other members of the SAB

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Objectives of the Post

Provision of excellent secretariat support for key strategic Research Committees and the ICR's Scientific Advisory Board (SAB).
Operational oversight of the implementation of the Research Strategy.
Project management for research initiatives.
Identify and drive forward opportunities for closer working with our clinical partner on research services and operational matters.
Lead the Honorary and Associate Honorary Faculty appointments process.

Key Duties and Responsibilities

<p>1. Research Committee Secretariat</p> <ul style="list-style-type: none">• Provide research committee secretariat for ICR's research focused committees, which are responsible for the development and delivery of the research strategy, the monitoring of its implementation and faculty recruitment and progression. These will include:<ul style="list-style-type: none">○ Research Strategy Board○ Head of Division formal meetings○ Research Infrastructure Oversight Committee○ BSU Oversight Committee○ Joint Research Operations Group• Support for internal ICR management meetings involving the Breast Cancer Now Centre Grant and the Breast Cancer Now Generations Study, working with senior Faculty staff and the Chief Research and Academic Officer as required.• Cross-cover for other research committees as required.• Working with the Research Operations Coordinator, ensure that the research committee shared calendar is effectively used and kept up-to-date.• Ensure there is a coordinated programme of research focussed committees, including those supported by other team members in Research Services.
<p>2. Scientific Advisory Board (SAB)</p> <ul style="list-style-type: none">• Liaise with the CEO, Director of Research Services to develop the agendas and paperwork for the annual SAB meeting and be the first point of contact for the chair of the SAB.• Oversee the organisation of the SAB, working with the Research Operations Coordinator on logistics as required.• Provide secretariat support for SAB.
<p>3. Research Strategy Implementation and Project Management for Research Initiatives</p> <ul style="list-style-type: none">• Operational oversight of the research strategy implementation plan, reporting to the Research Strategy Board as required.• Support the implementation of specific research initiatives agreed by the Research Strategy Board, including all aspects of planning and coordination.

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<ul style="list-style-type: none"> Play a coordinating role in the Research Services team providing support for ICR-research strategy development and other major initiatives.
<p>4. Joint working with the Royal Marsden NHS Foundation Trust</p> <ul style="list-style-type: none"> Work closely with the equivalent postholder at the Royal Marsden, sharing intelligence and providing cross-cover where appropriate. Support the development of joint committee structures with our hospital partner, the Royal Marsden NHS Foundation Trust. Attend and/or provide secretariat support for committees involving the Royal Marsden, including: <ul style="list-style-type: none"> Research Strategy Board Joint Research Operations Group
<p>5. Lead the Honorary and Associate Honorary Faculty appointments process.</p> <ul style="list-style-type: none"> Advertise annual call, for new appointments and renewals, and advise applicants as required. Ensure applications are considered by the appropriate committee. Provide feedback to applicants and ensure relevant teams / systems are updated in terms of new appointments.
<p>6. Line management and mentoring responsibilities</p> <ul style="list-style-type: none"> Line management of and support for the Research Operations Coordinator and oversight of their workload.

General

Build and maintain effective working relationships with other teams in Academic Services and with Professional Services teams within the ICR, such as, Finance and Human Resources, ensuring the Research Services team's work is aligned and complementary.
Build and maintain effective working relationships with key people in the Royal Marsden NHS Foundation Trust
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

PhD in biomedical science, or equivalent knowledge and experience	Essential
Detailed understanding of cancer research in the UK and internationally	Essential

Skills

Ability to use initiative to highlight potential problems/issues and to implement successful solutions	Essential
Excellent communication and influencing skills, including the ability to interact positively with senior scientists and managers	Essential
Ability to prioritise effectively and work flexibly to tackle new challenges and meet deadlines in a fast moving environment	Essential
High levels of literacy and numeracy	Essential
Team working skills	Essential
Excellent IT skills; including MS Office suite and relevant project management software	Essential
Excellent interpersonal skills with the ability to work diplomatically with people from all backgrounds and organisational levels	Essential
Resilient with a drive and capacity for quick and accurate turnaround of work	Essential
Self-starter, with an ability to prioritise multiple tasks and work to competing deadlines	Essential

Experience

Experience of providing high level committee secretariat support	Essential
Experience of preparing high quality and succinct minutes of meetings, including senior leadership meetings.	Essential
Significant track record of achievement in a similar position (preferably in a biomedical research or Higher Education organisation) particularly in the area of research operations	Essential
Demonstrable experience of independent working requiring a high level of decisiveness and judgement	Essential
Experience of identifying the key points contained within complex issues and communicating these effectively	Essential
Experience of effective communication with senior staff in a range of contexts	Essential
Experience of working in a scientific research environment and passion for the ICR's mission	Essential

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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 Mark Claridge, Head of Research Services, for further information by emailing emma.pendleton@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.