

Job
Description

Information Governance Manager - Project Support

April 2025

Directorate:	Education and Library Services
Pay grade / staff group:	Professional Services 03
Hours / duration:	Full time (35 hours per week Monday to Friday) Fixed Term Contract – 24 December 2025
Reports to:	Head of Information Governance (dotted line to Stratus Programme Director)

Context

The ICR has begun a programme of transformation to achieve our vision for an excellent and sustainable organisation, that is ready to meet the challenges of the future.

Stratus will be one of three key programmes (alongside growing our income and developing our estate) through which we deliver an excellent and sustainable organisation.

Stratus will support the organisation to adopt simple, standard and modern processes in the ICR's everyday operations, underpinned by a cloud-based Enterprise Resource Planning software-as-a-service (SaaS) solution.

Our mission
is to make the
discoveries
that defeat
cancer.

Main purpose of the job

The Information Governance Manager – Project Support role is responsible for supporting several programmes of work designed to improve the ways of working at the ICR including for the Information Governance team.

The role will be the “go to” person where information governance support is required for ICR projects in any aspect including data protection, and records management.

The role will have specific responsibility for supporting the information governance needs of the ERP Implementation project ‘Stratus’ as first priority. Working collaboratively with the HR, Finance, Research Management, Digital Services and Stratus Programme teams to ensure that all HR/Finance/Research Management-related processing for Stratus are aligned with Information Governance and GDPR requirements.

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Duties and responsibilities

Key duties

Build and maintain relationships with colleagues and with stakeholders across ICR.

Alongside the Head of Information Governance, be the visible 'go to person', representing the Information Governance team in both programme and stakeholder meetings.

Collaborate with technical teams, process leads and subject matter experts to ensure the ERP system is configured to support good information governance practices.

Co-ordinate with Data Subject Matter Experts (SMEs) to ensure that adequate testing conducted to evidence compliance with data protection requirements and any DPIA risk mitigations, and that any defects and issues identified are resolved.

Work with the Stratus programme team to support and develop the Stratus programme data framework, share learning and champion best practice, tools, and processes to ensure successful implementation of privacy by design and default to the new system.

Responsible for assisting ICR projects in completing Data Protection Checklists and Data Protection Impact Assessments

Responsible for providing pragmatic advice and guidance to ICR projects in data protection and records management, particularly in relation to data protection risks and privacy by default and design.

Coordinate and maintain the register of Data Protection Impact Assessments for ICR projects, advise on areas of risk, including the identification of innovative risk mitigating solutions, record risks, proposed solutions and decisions and follow up on actions with project owners

Work closely with Procurement to ensure all contracts with third parties are robust with respect to Information Governance requirements.

Produce reports for the Head of Information Governance highlighting any data protection risks, or issues.

Work closely with the Project teams, and Information Security in reviewing new technologies to determine whether they are fit for use and meet the data protection requirements.

Develop records management standards for digital platforms such as Stratus, SharePoint and Teams.

Support the Head of Information Governance in assessing and establishing safeguarding measures that ensure compliance with the GDPR for projects where non-EU/UK based companies or technologies are in use.

To provide specialist guidance and support the Head of Information Governance with the development, implementation and maintenance of Information Governance policies and procedures. This includes proactive consultation with management teams, Information Security and Risk functions at all organisational levels and taking legal advice where appropriate.

To work in co-operation with Project Managers to ensure adequate controls are in place such that personal data is accessed and processed in accordance with any applicable contractual obligations and individual legal rights

Keep updated with data protection legislation and best practice guidance, and take the lead in applying and communicating this across the projects.

Provide support and guidance regarding all aspects of Information Governance to ICR projects.

Support the Information Governance team in making improvements to our ways of working and establishing efficient compliance processes.

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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 reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

Person specification

Education and Knowledge

Educated to degree level or equivalent qualification.	Essential
BCS Data Protection Practitioner Certification or the equivalent knowledge gained through demonstrable experience.	Essential
Demonstrable and in-depth knowledge of best practice with regards to information governance, data protection and records management practices and current legislation.	Essential
An understanding of information security principles.	Essential

Skills

Confidence to work autonomously within subject area, demonstrate self-awareness by seeking advice where required.	Essential
Ability to write, present and explain complex material in a professional, engaging and accessible manner.	Essential
Be able to communicate effectively.	Essential
Be able to develop good working relationships with colleagues at all levels.	Essential
Excellent interpersonal, influencing and collaboration skills including the ability to generate enthusiasm and motivate others at all organisational levels, and with an emphasis on achieving results and successful outcomes through consultation and conciliation.	Essential
Excellent understanding of, and ability to, identify information governance risks to the operation of ICR.	Essential
Excellent understanding of identifying, protecting and managing information assets, in close collaboration with senior staff.	Essential

Experience

Significant experience in delivering information governance, data protection and records management advice across a mid-to-large size organisation.	Essential
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Experience of identifying and managing information governance risks.	Essential
Experience of designing and/or delivering training and guidance materials.	Essential
Proven experience producing Data Protection Checklists and Data Protection Impact Assessments.	Essential
Demonstrable ability to communicate to staff on technical matters in a clear and engaging way.	Essential
Proven experience managing competing priorities and meeting deadlines.	Essential
Experience using Microsoft Office, in particular Excel, Teams, SharePoint and OneDrive.	Essential
Experience working on transformation/change programmes	Desirable
Working in an academic, or research environment	Desirable

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About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors, and the general public.

[Read more](#) to find out more about our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

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'.



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

