



Internal Communications Officer

Candidate Information

October 2024

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 came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public. We have more than 1,000 staff and postgraduate students across three sites – in Chelsea and Sutton.

About the Development and Communications directorate

The role of the directorate is to tell the ICR's story and focus on income generation. The ICR is world-renowned for its outstanding cancer research – and it deserves communication to match. We believe that communicating effectively about the ICR's work can help us build on our successes – attracting donors and supporters, the best staff and students, commercial partners and collaborators.

About the role

The Internal Communications Officer will support the Internal Communications Manager and wider directorate in developing and delivering the ICR's organisation-level communication activity – ensuring internal communications are carried out effectively.

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: Development and Communications

Pay grade / staff group: PS04

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

Reports to: Internal Communications Manager

Accountable to: N/A

Main purpose of the job: The Internal Communications Officer will work to ensure staff and students are kept informed and motivated in the ICR's mission to make the discoveries that defeat cancer.

They will maximise our main internal communications channels – including the intranet (Nexus), email newsletters, and staff briefings (online and in person).

The role includes writing, gathering intelligence and information about operations across the ICR, generating newsletters, creating video and audio content, producing and reviewing creative content for digital screens and maintaining editorial content on the ICR's intranet.

The postholder will support the Internal Communications Manager and wider directorate in developing and delivering the ICR's organisation-level communication activity – ensuring internal communications are effective and engaging.

Duties and responsibilities:

Key duties

Draft and approve internal news content and notices for the ICR's intranet.

Compile and distribute the ICR's weekly email newsletter to staff and students.

Oversee organisation of Chief Executive's briefings and circulation of associated briefing documents.

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Support the Internal Communications Manager to create and maintain close relationships with members of the Internal Communications Forum. This group is comprised of representatives from across the ICR's divisions and directorates.

Develop creative campaign ideas which inspire colleagues and deliver the objectives of any given internal communications plan.

Support with the monitoring of analytics data to evaluate performance of communications across our channels.

Maintain relationships with key stakeholders.

Act as deputy to the Internal Communications Manager in meetings when required.

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

Educated to degree level or equivalent knowledge/experience	Essential
Professional qualification from the Chartered Institute of Public Relations	Desirable
Science degree or equivalent understanding of scientific research	Desirable

Skills

Excellent written and verbal communication skills	Essential
Good editing skills	Essential
Excellent organisational skills	Essential
Good interpersonal and relationship-building skills	Essential
Confidence to deal with senior leadership and provide feedback and advice on their communications technique	Highly desirable
Journalistic ability to source stories from staff and students	Highly desirable

Experience

Web publishing experience, using a content management system	Essential
Experience editing and circulating email newsletters or publications	Essential
Experience of developing digital content	Essential
Experience in delivering organisation-wide internal communications	Highly desirable
Experience in staff engagement and cultural development	Desirable
Charity sector experience	Desirable
Understanding of scientific research or experience of science communication	Desirable
Understanding of the academic or medical research environment	Desirable
Experience of reporting on website and social media analytics	Desirable
Experience creating video and/or podcasts	Desirable

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General

Strong interpersonal skills; able to interact with people at all levels across an organisation	Essential
Self-motivated and able to use own initiative	Essential
Ability to work in a team	Essential
Strong IT skills	Essential
Creativity	Essential
A genuine interest in, and willingness to engage with, the ICR's scientific research	Essential
A passionate belief in our mission	Essential
Ability to prioritise work, take a flexible approach when necessary and hit deadlines	Essential
Demonstrable interest in communication of science and medicine	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 two years' and five 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 Jones (Internal Communications Manager) for further information by emailing mark.jones01@icr.ac.uk.

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