



Registry Administrator Candidate Information

March 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 top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

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.

Registry | Academic Services

The Registry team provides administrative support and policy expertise for the operation of the ICR's degree programmes, and for clinical research training posts. We also lead on the enhancement of the student experience and the management of strategic education collaborations.

The role of the broader Academic Services directorate is to create an efficient and effective environment for the ICR's scientific community to flourish. Our services underpin both research and education at the ICR.

Our mission
is to make the
discoveries that
defeat cancer.

Registry Administrator

Candidate Information

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

Registry Administrator

Candidate Information

Job description

Department / division: Registry | Academic Services

Pay grade / staff group: Professional Services 5

Hours / duration: Full-time (35 hours per week), Monday to Friday. Non-time-limited.

Reports to: Head of Research Degree Programmes

Main purpose of the job: The post-holder is responsible for supporting the administration of research degrees, with particular emphasis on PhD recruitment and equality initiatives.

The Registry Administrator will work closely with their manager and the Registry Officer, who together form a team that works closely together.

Duties and responsibilities:

Research student recruitment

Assist the Head of Research Degree Programmes with PhD student recruitment (main round, ad hoc and clinical fellow recruitment) – providing guidance on processes, sending requests for project bids, checking forms, seeking Deputy Dean approval, placing online and print adverts, maintaining ICR webpages, arranging the application workshop and organising acceptance interviews/pre-registration meetings.

Manage the supervisory team creation workflow.

Maintain accurate records of funding decisions.

Sift out ineligible research degree applications.

Use rankings from academic colleagues to invite shortlisted candidates to the recruitment event.

Support the organisation and running of the ICR's annual student recruitment event (booking rooms, accommodation and transport; preparing interview packs, arranging catering, escorting interviewees around campus, etc.).

Obtain and analyse feedback from candidates and supervisors.

Update and generate draft offer letters, including liaison with HR for those (typically clinical) students who will receive a contract of employment.

Maintain accurate records of offers, their status, and associated documentation.

Support the Head of Research Degree Programmes with issuing Confirmation of Acceptance for Studies (CAS) reference numbers for successful international applicants (and for extensions as needed) ensuring compliance with Home Office Visa & Immigration requirements.

Registry Administrator

Candidate Information

Ensure that occupational health clearance is obtained for incoming students.
Prepare documents for the Student Recruitment Committee – such as anonymised year-on-year equality data, along with any suggested actions.
Work with the Equality, Diversity and Inclusion Manager and equality groups throughout the ICR in order to propose and implement more equitable recruitment practices.
Work with Learning & Development to enhance recruitment training for supervisors.
Work with the Education Projects Manager to develop the online student recruitment system.
Work with our student committee to organise buddies from the current student body.

Student administration

Build a comprehensive understanding of the policies and procedures related to research degrees, including statutory requirements with regard to equality issues.
Monitor the research degrees and student recruitment helpdesks, and act as the first point of contact for students, applicants and supervisors, dealing with all requests promptly, efficiently, accurately and courteously.
Triage emails, letters and phone calls for urgency, answer questions from students and supervisors independently where possible, and assign other queries and requests to the most appropriate colleague.
Deal with administrative requests such as approving Student Oyster cards and Mature Student rail cards, and issuing student status letters.
Advertise, allocate, and administer funds such as the student conference fund and the ICR's student hardship fund.
Track the careers of our research degree alumni, keeping our data on this up-to-date.
Support the Registry Officer with arranging arrange pastoral and progress monitoring meetings between students and their senior tutors, as well as PhD transfer vivas and MD(Res) mid-term vivas.
Assist in testing the future automation of Registry processes.

Meetings and events

Support the organisation and running of the ICR's annual award ceremony; responding to queries, sending out calendar invites, proof-reading documents, registering attendees as well as providing support on the day.
Support the planning and running of student induction events.
Provide support for the running of academic events including the ICR's lecture series and annual institutional academic conference where needed.

Registry Administrator

Candidate Information

Team support

Provide secretarial support for relevant education-related meetings.
Undertake general office management duties such as taking responsibility for stationery supplies.
Archive files on an annual basis and according to our records retention schedule.
Assist other teams with general administrative duties where appropriate including our MSc in Oncology course, which is taught in central London, where cover for annual leave may be required on teaching or registration days.

General

Develop an awareness of the support avenues available to students, in order to signpost to these as required.
Develop a good working knowledge of relevant operating procedures and academic regulations.
Maintain awareness of sector-wide changes and connect with colleagues at other HEIs as appropriate to strengthen networks and obtain best practice examples.
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 Regulation.
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.
Whilst mostly based in Sutton, with some home-working, the role also requires occasional travel to the ICR's Chelsea site.
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.

Registry Administrator

Candidate Information

Person specification

Education and Knowledge

Undergraduate degree or equivalent skills/experience.	Desirable
Science education to A Level standard or equivalent.	Desirable

Skills

Good standard of written and spoken business English.	Essential
Good standard of numeracy.	Essential
Good general office IT skills, including an intermediate level of skill with Microsoft Excel.	Essential
Attention to detail, particularly when entering student data.	Essential
Ability to prioritise and manage a varied workload.	Essential
Ability to communicate effectively and appropriately with busy senior academics and clinicians.	Essential
An appreciation of the need for giving accurate information to our customers.	Essential
Proven aptitude to learn new technologies rapidly.	Essential

Experience

Undertaking a wide range of office administration activities.	Essential
Previous experience in a customer-facing role.	Essential
Evidence of working to, and meeting, agreed deadlines.	Essential
Experience of working in a higher education environment.	Desirable
Assisting with the organisation of events.	Desirable

General

Tactful and diplomatic approach.	Essential
Highly self-motivated and conscientious.	Essential
Demonstrable team-working style, pro-actively helping colleagues when possible.	Essential
Flexibility and adaptability in taking on a range of responsibilities.	Essential
Willingness to engage in relevant training and development.	Essential

Registry Administrator

Candidate Information

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

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.