



Contracts Associate 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 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.

Business and Innovation Office

The Academic Research and Services Contracts Team enable future innovation by providing contractual support to facilitate research interactions with other academic institutions. We also provide contractual support for consultancy services, facilities, and materials. We work very closely with our Business Development colleagues to ensure that contractual obligations of academic research collaborations are aligned with and can feed into the future innovation pipeline.

The Business and Innovation Office provides expertise to the ICR in all aspects of IP management and commercialisation as well as contractual and commercial aspects of interactions between researchers and industry and new venture creation. The base of the Business and Innovation Office is in Sutton, but team members sometimes also work from our site in Chelsea.

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: Business and Innovation Office

Pay grade / staff group: Professional Services Grade 4

Hours / duration: Full time (35 hours per week), Monday to Friday. Fixed term contract for 1 year
Requests for part-time working (minimum 0.8 FTE) will be considered.

Reports to: Head of Business Development (Academic Research and Services Contracts)

Main purpose of the job: To provide a professional and efficient contracts service to academics and professional services colleagues across the whole of ICR and to provide advice, guidance and contracts support to enable a range of research and commercial activities.

Duties and responsibilities:

Objectives of the Post

Provide a professional contracts service to academic colleagues, our two clinical trial units, the Academic Services directorate and colleagues in the Business and Innovation Office. Identify and meet the expectations of stakeholders in performing the contract function.

Enable the receipt of research funding and the establishment and continuation of ICR's research activities with other academic institutions.

Ensure that appropriate contracts are in place with academic and partners. These will define how ICR will act within financial, regulatory and legal frameworks, upholding existing contractual obligations, and representing and protecting ICR's interests.

Provide advice and guidance to colleagues in ICR on the provision of academic Consultancy,

Ensure that appropriate contracts are in place with commercial third parties for confidentiality, material and data transfer and the provision of consultancy. These will define how ICR will act within financial, regulatory and legal frameworks, upholding existing contractual obligations, and representing and protecting ICR's interests.

Actively contribute to team meetings and activities, as a member of the Business and Innovation team.

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Responsibilities and Duties

Contracts

Reply promptly to queries from scientists, clinicians and study teams and keep them apprised of progress, representing BIO in larger internal and external project meetings, where necessary.
Represent ICR in negotiations with prospective partners and sponsors, at external events, conferences and meetings with other academic institutions.
Independently draft, review, negotiate and conclude (through to approval for signature) a range of simple and intermediate research agreements (such as confidentiality, materials transfer, data transfer, clinical trial site agreements, consultancy agreements and associated laboratory research contracts) with non-commercial and commercial third parties, where appropriate working alongside more senior members of the team
Analyse the levels of risks posed in contracts and manage appropriately ensuring contracts are fair, equitable and enforceable.
Advise managers appropriately on atypical rights, obligations and constraints in agreements and authorise them for signature.
Manage, track and record all contracts using the contract record system including handling incoming requests from both external and internal parties and contract amendments.
Manage and track workload using appropriate management information systems, reporting on workload metrics and provide management information as required.
Work closely with ICR scientific and clinical staff to ensure that arrangements within research and clinical trials contracts meet all protocol and regulatory requirements and that key contractual obligations are highlighted.

Other Duties

Attend and actively participate in Business and Innovation Unit team meetings and activities, contribute to discussions on strategic and general issues and to team documents as requested.
Maintain an up-to-date working knowledge of relevant legislation, codes of practice and guidelines governing clinical and non-clinical research through external training where appropriate.
Maintain and develop working knowledge and expertise in intellectual property management and commercialisation through external training where necessary.
Work closely with Business Development teams to ensure that provisions in academic, clinical and consultancy agreements do not conflict with undertakings in ICR commercial agreements.
Communicate verbally and in writing with internal (clinicians and researchers) and external parties (pharmaceutical companies, governmental entities, etc) in a cordial, articulate and timely manner to build and develop an understanding of their needs and maintain fruitful relationships.

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Identify potential conflicts of interest between the objectives of the various stakeholders, and all other risks and liabilities, and mitigate against their impact.
Contribute to the review of the policies and procedures relating to externally funded research, clinical trials, research exploitation and related activities including insurance, IP management, governance and potential conflicts of interest.
Lead and contribute to various relevant ICR working groups and committees from time to time, as discussed with your line manager.
Contribute to regulatory inspections as required.
Maintain sector awareness relevant to all aspects of your role.
Maintain and continue to expand established external networks, develop strategic relationships and promote institutional partnerships through the provision of appropriate agreements.
Represent the ICR independently at trade exhibitions and conferences.
Undertake occasional formal presentations within ICR or externally.
Contribute to the development and maintenance of management information systems for contracts and other Enterprise Unit information; the preparation of management reports, metrics and other management information.

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	E
An understanding and knowledge of research contractual issues	E
Practical experience of contract management and good knowledge of contract law	D
An understanding and knowledge of applicable laws and regulatory requirements related to transfer of human materials and personal data	E
An understanding and knowledge of applicable laws and regulatory requirements related to clinical trials	E

Skills

Well-developed analytic and problem-solving skills, able to interpret contract terms and to advise on their impact appropriately	E
Ability to negotiate and influence effectively	E
Good interpersonal skills at all levels	E
Excellent communication skills, both written and verbal, with the ability to present arguments in a clear and concise way	E
Meticulous attention to detail	E
Excellent organizational skills with a demonstrated ability to multi-task, prioritize tasks effectively and manage workloads	E
Excellent IT skills, with the ability to use computerised and web-based administrative systems and data sources effectively	E
Can work effectively in a functional team, ensuring smooth interactions with other functional units within an institution	E

Experience

Experience of working in a research development, business development, research support, research funding or similar role	E
Direct experience of negotiating and agreeing project terms with external partners	E
Experience of drafting and negotiating clinical and/or non-clinical research and funding agreements	D
Experience of drafting and negotiating consultancy agreements	D
Experience in the pharmaceutical or biotechnology sectors	D

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General

A flexible, tactful and diplomatic approach	E
Proven ability to make decisions	E
Proven ability to work independently	E
Proven ability to work effectively under pressure, manage workloads and prioritise tasks effectively	E
Ability to work as part of a team and interact with all personality types and levels of employees/clients	E
Willingness to learn	E
Flexibility and ability to operate comfortably in a rapidly changing environment	E
High productivity, drive and a “can do” attitude	E
Good judgment and a high level of professionalism	E
Networking skills	E
Commercial awareness	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. 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 Dr Charlotte Walden for further information by emailing charlotte.walden@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.

At the time of writing, professional services staff at the ICR are engaged in a hybrid working trial, with approximately two days a week on site and three working from home. Requests for part-time working (minimum 0.8 FTE) will be considered.