



Research Administrator Candidate Information

April 2022

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.

Aetiological Epidemiology Team, Division of Genetics & Epidemiology

The Aetiological Epidemiology Team at The ICR works on studies of the causes of cancer in human populations. This post is focussed primarily on the Generations Study, a national study of over 100,000 women from the UK established in 2003 to investigate the causes of breast cancer. Women in the study have provided blood samples and detailed questionnaire information at recruitment, and in repeat follow-up questionnaires.

Scientists at The ICR working on the Generations Study comprise a multidisciplinary team that includes geneticists, epidemiologists and statisticians. The Team are based at the Institute's Sutton site, which offers a friendly and enthusiastic working environment with good computer facilities.

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: Aetiological Epidemiology Team / Division of Genetics & Epidemiology

Pay grade / staff group: Professional Services 6

Hours / duration: Full time Monday to Friday 9am-5pm or part-time (minimum 0.8 FTE) with willingness to cover within the hours 9am-5pm Monday to Friday by arrangement as required. Fixed term contract for one year.

Reports to: Senior Staff Scientist

Main purpose of the job: To work primarily on the Generations Study, a cohort study set up specifically to investigate the causes of breast cancer in women in the UK. The post will involve a range of varied duties that are required for the day-to-day running of the Study. It is also possible that the postholder will be involved in administrative work on other epidemiological projects on the causes of cancer.

Duties and responsibilities:

Key duties

Printing, preparation and sending of mailings of documents
Monitoring and chasing up of returns from participants
Processing and filing of documents received
Scanning documents and correcting data on screen
Corresponding with study participants, GP practices, hospitals, and other NHS related sites as necessary
Updating databases and extracting data for studies
Liaising with external pathology labs and with labs in ICR/RMH to coordinate the collection, tracking, processing and return of tumour blocks
Liaising with screening centres and RMH to coordinate the collection, tracking, processing and where necessary return of digital/film images of mammograms; including digitizing of images
Storing and retrieving samples as required
Contributing to other work of the unit, as required

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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 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

GCSE/O/A Level qualifications or equivalent	Essential
A Level or higher qualifications	Desirable

Skills

Planning and organising with the ability to manage own workload	Essential
Flexibility to adapt to change	Essential
Written and verbal communication	Essential
Team working	Essential
Computer skills including working with databases and spreadsheets	Essential
Ability to maintain confidentiality	Essential

Experience

Previous office administrative experience including maintaining efficient filing systems	Essential
Experience of working in a health-related area	Essential
Previous experience of collecting mammograms and/or pathology records	Desirable
Previous experience of reading mammograms for density measurement	Desirable
Previous experience in sample retrieval from liquid nitrogen tanks	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 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 Michael Jones for further information by emailing Michael.Jones@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.