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# Administrative Assistant Candidate Information

Date: November 2024

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## 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.

### Translational Genetics Teams, Division of Genetics and Epidemiology

The post will be situated in the Translational Genetics team (team lead: [Prof Clare Turnbull](#)), which consists of both clinically-focussed translational research and analytical/bioinformatics research.

Professor Turnbull leads on three large Cancer Research UK grants, BRCA-DIRECT (<https://www.brca-direct.org/>), CanGene-CanVar (<http://cangene-canvaruk.org/>) and CG-MAVE, as well as undertaking a range of clinically-focused translational research work on susceptibility, somatic and functional cancer genomics.

The [Division of Genetics and Epidemiology](#) is led by Prof Richard Houlston, FRS. The Division is internationally renowned for its pioneering work in understanding the underlying genetic causes of cancer risk. High-quality laboratory, epidemiological and clinical research within the division is driven by energetic, innovative leadership and complemented by participation in national and international research consortiums, clinical collaborations and technological partnerships.

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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

# Administrative Assistant

## Candidate Information

### Job description

<b>Department / division:</b>	Translational Genetics, Division of Genetics and Epidemiology
<b>Pay grade / staff group:</b>	Scientific Professional 8
<b>Hours / duration:</b>	Full time (35 hours per week), Monday to Friday. Fixed term contract until March 2026. Part-time and flexible working will be considered.
<b>Reports to:</b>	Project Manager
<b>Main purpose of the job:</b>	Provision of assistance to administrators and other team members within the Translational Genetics Team as required.

#### Duties and responsibilities:

We are seeking an individual with excellent attention-to-detail to provide administrative assistance within the Translational Genetics team.

In particular, the post holder will work with Administrators to support day-to-day activities required as part of two BRCA-DIRECT transformational programmes, in collaboration with the Royal Marsden NHS Foundation Trust and NHS England Cancer Programme. Furthermore, the post holder will also provide general support to Team Lead (Prof Turnbull), Programme Manager and Project Manager.

#### BRCA-DIRECT

In the BRCA-DIRECT research study we developed and trialled within two NHS oncology centres, a digital pathway (supported by access to a Genetic Counsellor telephone hotline) to facilitate more rapid, high throughput, patient-centred access to genetic testing for breast cancer patients.

The study closed in January 2023 and the team are now involved in two real-world transformational projects funded by the NHS England Cancer Programme, utilising and evaluating a BRCA-DIRECT-like pathway for delivery of genetic testing: (i) The Jewish Community's NHS BRCA-testing Programme and (ii) NHS Cancer Programme/SBRI Healthcare Innovation award in which the original BRCA-DIRECT study is expanding to offer testing to all breast cancer patients across the North Thames, London, region.

The post holder will work closely with the administrative team, to provide assistance with day-to-day running of the programmes. **Specific duties and responsibilities will include:**

Provision of support with day-to-day running of the programmes, including data entry and preparation of materials or packs to be sent to patients

Working with the team to ensure patient enquiries via email and telephone are addressed in a timely manner.

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Capturing information and progress data within team trackers and databases.

Supporting administrators with maintaining equipment supplies and procuring of items as required.

Arranging meetings with collaborators, including charities, patient support groups, researchers, clinicians, and senior members of NHS England and Health Education England.

Supporting with patient and public involvement/engagement (PPI/E) activities, including arranging reimbursement.

Maintaining efficient filing systems and records

### Other responsibilities

The post-holder will work closely with Prof Turnbull, the Programme Manager, and a wider team of clinicians, bioinformaticians, data managers, clinical fellows and PhD students to support delivery of research, as required. This may include:

Arranging meetings, room bookings, and capturing minutes.

Supporting with management of finances, procurement, and processing expenses on behalf of the team.

Maintaining team trackers to support capturing actions from meetings and tracking progress of projects.

Filing and archiving tasks related to study paper work or samples.

### 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 GCSE level or equivalent	Essential
Previous experience within research and/or healthcare and/or administrative setting	Essential

#### Skills

Excellent IT skills	Essential
Excellent attention to detail in data entry and record retention.	Essential
Excellent organizational skills and general attention to detail	Essential
Excellent written communication skills	Essential
Excellent verbal communication skills	Essential
Interest in cancer research and/or genetics	Essential
Ability to maintain confidentiality and handle sensitive data	Essential
Ability to interact professionally and compassionately with patients	Essential

#### Experience

Experience in within a clinical research or NHS clinical environment	Desirable
Experience in working with with team members	Essential
Experience in producing verbal/written communication content	Essential
Experience in Cancer Research	Desirable
Experience in Genomics Research	Desirable

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### Benefits

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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 Ruth McCarthy (Scientific Project Manager) for further information by emailing [Turnbull.lab@icr.ac.uk](mailto:Turnbull.lab@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.