



Research Grants Solution Test Analyst / Trainer

Candidate Information

January 2026

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.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Research Services

We are seeking a highly skilled and experienced Grants System Test Analyst / Trainer with a strong understanding of research management lifecycle with hands-on experience across pre-award and post-award research administration processes as well as a background of research management / research finance and ERP systems to join our QA/Test team. The successful candidate will be responsible for various aspects of testing activities including planning, designing, executing, documenting and reporting for research management (Grants System). You will design and deliver engaging training to the Grants System

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business end users, ensuring the quality and integrity of the Grants Solution implementation.

Stratus will implement a cloud- based Enterprise Resource Planning software- as- a - service (SaaS) solution, and support the organisation to adopt simple, standard and modern processes in our everyday operations.

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:	Research Services
Pay grade / staff group:	Professional Services PS04
Hours / duration:	Full time (35 hours per week) Fixed term contract to December 2026
Reports to:	Research Funding Workstream Lead Dotted line to Change and Test Managers for programme Quality and consistency
Main purpose of the job:	The Test Analyst / Trainer will collaborate with business workstreams, particularly Research management workstream to prepare UAT test scenarios and test scripts, perform pre-UAT validation testing and deliver engaging Grants System training to the business end users and key stakeholders across ICR.

Duties and responsibilities

Analyse business and functional requirements related to research management Grants Solution.
Work with business teams to create detailed test scenarios, test cases and test data.
Plan and execute functional, regression, and end-to-end testing across pre-award workflows including opportunity management, proposal management, costing and pricing, internal approvals, and award set-up.
Validate configuration (e.g., funder templates, routing rules, viability checks, costing policies) to ensure alignment with ICR pricing policy and funder requirements (e.g., CRUK, UKRI, NIHR, Wellcome, EU/Horizon)
Test upstream and downstream integrations with HR and Finance master data systems.
Test processes for award-project-task set-up, capturing costs and budget monitoring, resource management, billing, and award close-down.
Test data flows and interfaces with HR (e.g., payroll - labour schedule, recruitment, contract changes etc), Finance (e.g., transactions, commitments, recharges), identity management (roles/permissions), and third-party systems such as iLab and Symplectic.
Design and deliver engaging training through live sessions (in-person and virtual) and hands-on clinics.
Collaborate with the change team to deliver training content for diverse audiences including Group leaders, researchers, divisional administrators, research services, research finance, and other professional services.
Contribute to the knowledge base and internal communications to support user adoption.
Collaborate with business analysts on requirements, and with business teams to support UAT activities.
Support UAT testers with defect logging and troubleshooting using defect management tool CloudTicketMate

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Work with the Stratus Test Manager to plan and coordinate SIT and UAT testing with SIP and third-parties.
Perform pre-UAT testing for Grantnow System, support all UAT preparation activities and post UAT activities
Support the business teams in preparing manual test data for Grantsnow pre-UAT and UAT testing.
Collaborate with test team to prepare and load test scenarios, and test cases to CloudTestMate for testing.
Participate in requirements to test traceability, test prioritisation, allocation, execution and evidence capturing
Support testing governance and quality assurance rituals across the Stratus programme workstreams.

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

ISTQB or other QA certifications.	Desirable
CPTM or other Training certifications.	Desirable
6+ years of hands-on QA/Testing experience, with at least 4 years in testing Grants Applications, and Oracle Fusion Cloud applications.	Desirable
Familiarity with UK funder requirements and processes (e.g., UKRI, NIHR, CRUK, Wellcome, EU/Horizon).	Essential

Skills and Experience

Strong understanding of the research management lifecycle with hands-on experience across pre-award and/or post-award research administration processes.	Essential
Experience using research management platforms such as Worktribe, Grants Now, InfoEd, Unit4 (Agresso ARCP, PCB), Oracle, or similar tools.	Essential
Proven experience as a Grants Solution Tester.	Desirable
Proven experience as a Grants Solution Trainer.	Desirable
Proven experience as an Oracle Fusion Test Analyst.	Desirable
Experience of working with System Implementation Partners.	Desirable
Good experience of collaborating with business users	Essential
Experience with Waterfall, Agile and DevOps methodologies.	Desirable
Experience with integration testing process across platforms (e.g., custom APIs).	Desirable
Good analytical and problem solving skills.	Essential
Attention to detail and commitment to quality.	Essential
Excellent communication and collaboration skills.	Essential
Ability to work with third parties	Essential
Ability to work with programme delivery teams	Essential
Experience of working with technical and non-technical senior stakeholders across teams	Desirable
Comfortable working to tight deadlines and taking ownership of tasks independently while contributing effectively to the wider team.	Essential

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SFIA Skills

The tables below list the essential SFIA skills, at the relevant level, needed for the position.

Category	Skill	Required Level
Change and transformation	Acceptance testing	5
	User training	5
	Feasibility assessment	5
	Project management	5
	Requirements definition and management	4
Development and implementation	Business intelligence	4
	Product management	5
	Systems development management	4
	Systems design	4
Relationship and engagement	Customer service support	4
	Stakeholder relationship management	4
	Supplier management	4

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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 Ade Hassan for further information by emailing Adeyemi.Hassan@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.