



HR Administrator Candidate Information

March 2025

The Institute of Cancer Research

About our organisation

We are one of the 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 worldclass 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. We have more than 1000 staff and postgraduate students across three sites in Chelsea and Sutton.

About the HR team

We know that talented, brilliant, passionate people lie at the heart of the ICR. That's why we provide the policies, procedures, systems and people management infrastructure to recruit, retain, motivate and develop our people to achieve their full potential. We offer both operational and strategic support to teams across the ICR. We are organised across four main functions:

- HR Operations
- Learning and Organisational Development
- Pensions
- Information, Systems and Projects

The ICR's future success depends on recruiting the very best people with the very best skills and our HR strategy ensures that we have the organisational capacity and capability to deliver this.

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 represent a shared understanding of our desired behaviours, attitudes and culture. They guide how we make decisions and treat each other. They make it clear how each and every one of us work together to meet our mission – to make the discoveries that defeat cancer.”

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Job description

Department / division:	Human Resources
Location:	Sutton or Chelsea based
Pay grade / staff group:	Professional Services 6
Hours / duration:	35 hours per week. Fixed term contract 3 months
Reports to:	Assistant HR Adviser/HR Adviser
Main purpose of the job:	<p>To provide a high quality, professional and customer focussed generalist HR administrative service, in line with established service level agreements (SLAs) across two HR teams.</p> <p>To undertake a range of generalist HR administrative duties in support of the HR Operations team.</p>

Duties and responsibilities:

Contracts Administration

Draft contract variation letters and other employment-related correspondence for approval by the Assistant and HR Advisers and ensure these are sent promptly and returned and filed appropriately.

Support the HR Operations team as required ensuring the effective management of fixed term contract expiry dates and allowances.

Send letters of confirmation, extensions or termination to staff in relation to their probation period.

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To maintain the HR database and other filing systems with accurate and up-to-date information in relation to all workers, ensuring they are accessible and kept in line with information governance and data protection requirements.

To update records on the HR Database ensuring accuracy and detail.

To respond to ad hoc requests for information from internal or external sources e.g. employment references, mortgage and tenancy applications.

Pro-actively monitor the Probation spreadsheet and send out cyclical reminders to line managers.

To support the HR Information team with general inbox queries and system updates.

To process probation letters.

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Other Duties

To proactively manage various general HR inboxes – to respond to first-line queries and use discretion to refer to Advisory team when required.

Provide cover for other HR Operations Team Administrators, as required.

To provide general administrative support to the HR Operations team as required.

To be familiar with the ICR's approach towards risk management including its policies and procedures, which require all staff to play an active part in identifying and managing risk.

To undertake any other duties, consistent with the nature and grade of the post that may be required to deliver the organisational and HR strategies.

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 needs or development.

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Person specification

Education and Knowledge

GCSE Maths and English, or equivalent	E
CIPD certification	D
Knowledge of Agresso ERP	D

Skills

Ability to produce work to a high quality standard	E
Good attention to detail and accuracy	E
Ability to use initiative and make sound, well-considered decisions and judgements	E
Flexible approach to work and in dealing with a range of different stakeholders/demands	E
Excellent team player	E
Excellent customer service skills	E
Excellent administrative and organisational skills	E
Excellent communication skills, including written communication	E
Excellent interpersonal skills and ability to quickly build and sustain effective relationships	E
Up-to-date knowledge of HR best practice and a general understanding of key employment and related legislation	D

Experience

Relevant administrative experience ideally gained within a busy HR department or similar	E
Experience of managing a high volume workload with conflicting demands and working to tight deadlines	E
Experience of using an integrated HR/Payroll database and/or other IT databases and systems	E
Experience of contract and/or formal correspondence administration	E
Experience of effective records management including maintaining and updating electronic records, databases etc.	E

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Relevant related administrative experience gained within an academic, not-for-profit sector or NHS	D
Experience of using an e-recruitment system within an HR department or similar	D
Relevant best practice recruitment administration experience	D
Diary management experience	D
Experience of servicing meetings, including note taking	D

General

Ability to maintain confidentiality and deal with sensitive matters	E
Self-motivated, ability to work independently, resilient in dealing with a challenging environment	E
A commitment to diversity and equal opportunities in employment and service delivery	E
An interest in cancer research	D

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 (pro-rotta for part-time staff). 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

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Benefits

restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact the recruitment team for further information by emailing recruitment@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.