ICR The Institute of Cancer Research

Scientific Officer/Clinical Trial Co-ordinator

Candidate Information

July 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 (RM), 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. We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Translational Breast Radiobiology Team, Division of Radiotherapy and Imaging

Dr Navita Somaiah is a Clinician Scientist (Group Leader) at The Institute of Cancer Research and Honorary Clinical Oncology Consultant and Clinical Unit Research Lead at The Royal Marsden, London. Her teams research focuses on personalising radiotherapy treatment for patients by gaining a better understanding of biology in order to improve tumour control, whilst minimising side effects.

She is part of the ICR/RM team that led international practice-changing radiotherapy fractionation trials in early breast cancer. Her team leads innovative, biology-driven clinical trials in patients with high-risk breast cancers, with linked translational research. She is the chief investigator of the international Phase I/II KORTUC trial that is looking at innovative approaches to tackling tumour resistance and improving outcomes in locally advanced breast cancer patients. This is the first ICR (UK) sponsored drug plus radiotherapy academic trial in India with 4 Indian sites participating alongside 6 UK hospitals.

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She is the translational research lead for the UK pre-operative breast radiotherapy clinical trials (PRADA, Neo-RT, PRADA II) aimed at characterising the radiation-induced changes in the tumour immune microenvironment for optimal radiotherapy-immunotherapy combinations. Alongside this, her team are involved in developing more sensitive imaging technologies and novel biomarkers to monitor response to therapy, pick up early relapse/resistance and predict treatment responsiveness in high-risk breast cancers.

The Division of Radiotherapy and Imaging includes the prestigious Cancer Research UK Cancer Imaging Centre and RadNet centre, and overlaps with the Joint Department of Physics, which spans The Institute of Cancer Research, London, and The Royal Marsden NHS Foundation Trust.

Dr Somaiah's team also support the running of both commercial and non-commercial hosted radiotherapy studies at the Royal Marsden Hospital from set up through to close out.

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:	Translational Breast Radiobiology Team, Division of Radiotherapy and Imaging
Pay grade / staff group:	Scientific Officer (Scientific Professional 7)
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract for 1 year to begin with. Flexible working options are open to discussion.
Reports to:	Sasha White, Senior Research Manager, Translational Breast Radiobiology Team
Accountable to:	Dr Navita Somaiah, Group Leader (Clinician Scientist) and Clinical Oncology Consutant
Main purpose of the job:	Responsibility for the day-to-day coordination and oversight of a portfolio of breast cancer clinical trials and projects within the ICR (employer) and Royal Marsden Hospital (honorary contract). Assisting the Senior Research Manager with study and project management from set-up through to close out, including study amendments in accordance with protocols and regulatory, sponsor, GDPR and GCP requirements. To be an active member of the ICR and Royal Marsden departments, providing regular reports on research activities, highlighting areas of concern and developing improvement strategies. The candidate will also help to assist the Translational Breast Radiobiology laboratory team with clinical sample processing. They must have exceptional interpersonal skills and the ability to work both independently and collaboratively within a team. Excellent administration and IT skills will be essential.

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Duties and responsibilities:

Specific duties:

Manage the day to day co-ordination of a portfolio of allocated breast trial(s) and project(s) from setup through to close out and archiving.
Ensure trial specific responsibilities delegated by the Sponsor to the Chief / Principal Investigator are carried out in accordance with sponsor contract.
Ensure the Chief Investigator / Principal Investigator is kept regularly informed on trial progress.
Accurately manage, enter and track data entry using a variety of Electronic Data Capture (EDC) systems in a timely manner and complete data query resolution for allocated clinical trials and projects.
Assist the Senior Research Manager with clinical trial set up activities and study amendments.
Liaise with Clinical R&D Office to ensure appropriate material transfer arrangements are in place for trials involving transfer or receipt of tissue.
Co-ordinate tissue sample collection from research volunteers, including processing, storage and shipment of tissue samples as required by specific trial protocols.
Assist with on site or remote monitoring visits, audits or regulatory inspections as required and co-ordinate the research teams' response to audit findings.
Identify potentially suitable participants for research projects from hospital information systems and clinic lists and provide an explanation of research protocols to eligible patients (training will be provided as needed).
Ensure that recruitment of a patient to a trial is carried out appropriately. This will include: ○ Ensure informed consent procedures are followed by the clinical staff. ○ Ensure all patients screened for trial eligibility and screening logs are kept up to date. ○ Randomise participants. ○ Co-ordinate study procedures and visits in line with protocol requirements.
Responsible for ensuring that SAEs are identified, recorded, and reported appropriately by clinical staff.

General Duties:

Be the main point of contact for their trial portfolio.
Co-ordinate studies in accordance with Good Clinical Practice (GCP), The Royal Marsden (RM) / Institute of Cancer Research (ICR) Standard Operating Procedures (SOPs), Research Governance Framework for Health and Social Care as well as protocols, regulatory and sponsor requirements.

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Ensure that staff training has been completed and is up to date for all assigned studies including up to date maintenance of study delegation logs, training logs, GCP certification and CV completion.
Ensure trials do not commence until all regulatory, sponsor and local R&D requirements are satisfied.
Compile and maintain essential trial documentation and Investigator Site Files (both paper and electronic).
Have awareness of and be on the delegation logs for other clinical studies and / or projects within the team to allow for cross-cover during periods of sickness / abscence.
Review capacity and resource requirements for co-ordination and administrative management of your trial portfolio and advise the Senior Research Manager accordingly.
Liaise with R&D, pharmacy, imaging, laboratories and other support departments to aid with smooth running of studies.
Ensure collection, storage and use of human tissue within trials is managed in accordance with RMH / ICR SOPs and the Human Tissue Act
Initiate purchase of consumable items and minor equipment within budgetary limits
To be responsible for maintaining own professional development and be aware of current practices and future developments in their research area
Manage workload independently, consulting team members with specialist knowledge where necessary.
Work in a flexible but organised manner to meet objectives / deadline, working collaboratively within the Translational Breast Radiobiology Team and wider MDT.

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
The post will be based in Sutton but cross-site working between Sutton and Chelsea sites may be required
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.
The job description reflects the present position. It is expected that there will be a need to regularly review and amend the contents considering any future changes and developments. Any necessary amendments will be discussed in full with the post holder.

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Person specification

Education and Knowledge

Clinical trials background with GCP certification	E
Relevant Scientific Degree (BSc) or experience	E
Additional qualification / experience in cancer research	D
Knowledge of or experience in working with and processing clinical samples	D

Skills

Excellent collaborative and oral / written communication skills	E
Ability to work independently and as part of a team	E
Attention to detail and accuracy	E
Ability to maintain adherence to written procedures	E
Enthusiasm to work in an interdisciplinary environment towards the goal of developing improved cancer therapies	E
Highly motivated and strong desire for excellence	E
Can manage and prioritise work to meet deadlines	E
Excellent IT skills (MS Programmes, including excel)	E
Willingness to be flexible within contracted hours	E
Understanding of importance of accurate data collection and recording for clinical use	E
Understanding of clinical trials and regulations governing clinical research	D

Experience

Previous experience working in a clinical trials environment	E
Experience in project and data management	E
Maintainence of Investigator Site Files and Trial Master Files	D
Assisting with writing standard operating procedures and developing protocols	D
Familiarity with translational clinical research	D
Knowledge and experience working under HTA requirements	D
Basic clinical tissue sample processing techniques	D

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Understanding of basic medical terminology	D

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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 Navita Somaiah for further information by emailing navita.somaiah@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.