



Scientific Operations Project Manager

Breast Cancer Now Toby Robins
Research Centre

Candidate Information

April 2025

The Institute of Cancer Research

About the team

The Breast Cancer Now Toby Robins Research Centre at the ICR, in the Division of Breast Cancer Research, is the first centre in the UK entirely devoted to breast cancer research. Our goal is to advance research into the causes, diagnosis and treatment of breast cancer. The Centre is located in state-of-the-art laboratory space in central London, is supported by excellent core facilities and is funded through a long term renewable programme grant from Breast Cancer Now.

The Director of the Centre is Clinician Scientist Professor Andrew Tutt. Professor Chris Lord is the Deputy Director and is a cancer biologist. Our work is fully integrated in a programme that Professor Tutt directs with our colleagues in the Breast Cancer Now Unit at King's College London (KCL Deputy Director Dr. Sheeba Irshad). We also work closely with partners across the ICR and with colleagues in the Royal Marsden Hospital and Guy's Hospital.

About the role

Key to our success is the ability to fund the research in the Centre and the Division, either by competitive research grants, or via collaborations with those in the biotech. and pharmaceutical commercial sectors.

Enabling, managing and maintaining key collaborations with other academic research groups, both external and within ICR is also key to our success.

This role is therefore aimed at providing assistance to the Director,

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Deputy Directors and Principal Investigators by:

- supporting our ongoing relationship with our main funder, Breast Cancer Now, by project managing the submission from the Centre of annual reports and our five year cross-programme grant renewal application
- identifying new grant funding opportunities and supporting grant applications
- identifying and project managing new commercial opportunities e.g. collaborations with pharma. and biotech.
- working with the ICR's Business and Innovation team to develop research agreements and commercial contracts that support collaborations with pharma. and biotech.
- carrying out administrative tasks associated with the use of the selection and acquisition of equipment in collaboration with the Research Centre's laboratory manager
- carrying out administrative tasks associated with the use of scientific core facilities and CROs
- carrying out supporting administration that is associated with interactions with scientific collaborators, including our colleagues within ICR, the ICR/Imperial College CRUK Convergence Science Centre, the Breast Cancer Now Research Unit at King's College London and colleagues in the Royal Marsden Hospital and Guy's Hospital
- assisting with the composition and submission of research manuscripts from the Centre, including liaising with communications teams within ICR and Breast Cancer Now
- managing our Patient Representatives programme
- managing scientific content on external website pages and on internal wiki pages. Assisting with the implementation of our new laboratory lab management system. (SLIMs)
- planning of scientific meetings and any scientific associated tasks that aid the delivery of research in the Centre & Division, including monthly Group Leaders meetings and retreats

The appointment will be on a fixed term contract and will be available for a period of 2 years in the first instance, with the potential to extend to 31st July 2030. Starting salary will be within the range of £50,825 to £61,525 per annum inclusive based upon relevance of skills and experience.

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In addition to annual performance related pay awards, the salary scales are reviewed annually to consider cost of living increases.

Annual leave entitlement is 28 days per annum. There is an additional entitlement to 8 bank/public holidays and 3 ICR-set privilege days.

In this instance, applicants are required to have the required right to work or visa status.

About the ICR

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 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.

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:	Breast Cancer Research
Pay grade / staff group:	Role grade: Research Management 4 Pay grade: Scientific Professional 3
Hours / duration:	Full time 35 hours per week, Monday to Friday. Fixed term contract for 12 months in first instance
Reports to:	Centre Director and Head of Division, Professor Andrew Tutt
Accountable to:	Deputy Centre Director and Deputy Head of Division, Professor Chris Lord
Main purpose of the job:	Providing assistance to the Director, Deputy Directors and Principal Investigators by providing Project Management support. Specific duties are described below.

Specific duties:

Supporting our ongoing relationship with our main funder, Breast Cancer Now, by project managing the submission from the Centre of annual reports and our five yearly grant renewal application.

Identifying new grant funding opportunities and supporting grant applications.

Identifying new commercial opportunities e.g. collaborations with pharma. and biotech.

Working with the ICR's Business and Innovation team to develop research agreements and commercial contracts that support collaborations with pharma. and biotech.

Carrying out administrative tasks associated with the use of the selection and acquisition of equipment in collaboration with the Research Centre's laboratory manager.

Carrying out administrative tasks associated with the use of scientific core facilities and CROs.

Carrying out supporting administration that is associated with interactions with scientific collaborators, including our colleagues within ICR, the ICR/Imperial College CRUK Convergence Science Centre, the Breast Cancer Now Research Unit at King's College London and colleagues in the Royal Marsden Hospital and Guy's Hospital.

Assisting with the composition and submission of research manuscripts from the Centre, including liaising with communications teams within ICR and Breast Cancer Now.

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Managing our Patient Participant Involvement (PPI) programme.
Managing scientific content on external website pages and on internal wiki pages. Assisting with the implementation of our new laboratory lab management system. (SLIMs)
Planning of scientific meetings and any scientific associated tasks that aid the delivery of research in the Centre & Division, including monthly Group Leaders meetings and retreats.
Be a proactive and collegiate contributor, completing work in a timely manner.

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.

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Person specification

Education and Knowledge	
PhD in a life science subject	Essential
Qualification and/or formal certification in project management (e.g., Prince 2), or equivalent knowledge and experience.	Desirable
Extensive knowledge of wet laboratory cancer research gained from working in a cancer research laboratory	Essential
Knowledge of the academic/charitable industry funding system	Essential
Knowledge of Cell Biology	Essential
Knowledge of Molecular Biology	Essential
Knowledge of Cancer Biology	Essential
Proven scientific communication skills (written and verbal)	Essential

Experience	
Extensive experience of successful managing the operation of complex and highly networked projects and collaborations to deliver agreed goals	Essential
Experience of operational management in a science-based organisation	Essential
Experience of rapidly identifying the key points contained within complex issues and communicating these assertively and effectively to drive effective decision making	Essential
Experience of co-ordinating and delivering high quality written documentation and/or presentations on time to meet stakeholder needs	Essential
Demonstrable experience of independent working requiring a high level of decisiveness and judgement	Essential
Extensive experience of grant resource tracking	Desirable
Experience working on developing contracts	Desirable

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Skills	
Evidence of a high level of ability to organise and focus own and others work methodically and assertively with appropriate attention to detail	Essential
Evidence for an ability to use own initiative to assertively and pro-actively highlight problems/issues, that may not be perceived as important or high priority, and to deliver timely decisions and to manage the delivery of subsequent actions	Essential
Excellent communication and influencing skills, including the ability to interact positively and assertively with senior stakeholders	Essential
Experience coordinating meetings for senior stakeholders, including producing agendas and following up on actions.	Essential
Evidence for effective dispute resolution skills	Essential
Ability to prioritise effectively, to work flexibly and thoughtfully to tackle new challenges and meet deadlines in a fast-moving environment	Essential
Ability to organise and prioritise own work including the ability to work towards tight deadlines	Essential
Excellent writing skills with evidence for critical and thoughtful attention to detail. Ability to compile accurate meeting reports, action lists, and research reports / grant applications	Essential
Excellent IT skills; including MS Office suite and literature searches	Essential
Experience running seminar series	Desirable
Ability to set up, manage and improve data collection systems	Desirable

General	
An interest in cancer research	Essential
Ability to work effectively and efficiently both independently and as a member of a team	Essential
Enthusiasm for effective collaboration to improve the lives of cancer patients	Essential
Ability to recognise and respect confidentiality	Essential
Strongly committed and motivated	Essential

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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 Professors Andrew Tutt and Chris Lord for further information by emailing their Assistant Kerry.Evans@icr.ac.uk. Applications must be submitted via the recruitment portal. 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.