



Scientific Project Manager Candidate Information

September 2022

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.

Division of Cancer Therapeutics

The Cancer Research UK Cancer Therapeutics Unit (CTU), within the Division of Cancer Therapeutics, is a multidisciplinary 'bench to bedside' centre, comprising around 200 staff dedicated to the discovery and development of novel therapeutics for the treatment of cancer. The Cancer Therapeutics Unit's exciting goal is to discover high quality drug candidates for validated biological targets and to progress these candidates to clinical trial. All the scientific disciplines are in place to make this possible. Our world-class biologists, chemists and drug metabolism specialists work together focusing on new molecular targets emerging from human genome and ground-breaking cell biology research. This is an exciting and fast-moving cancer research setup and offers the opportunity to work within a multi-disciplinary environment using state-of-the-art techniques and equipment.

Our mission
is to make the
discoveries that
defeat cancer.

Scientific Project Manager

Candidate Information

Job description

Department / division: Division of Cancer Therapeutics
Cancer Research UK Cancer Therapeutics Unit

Pay grade / staff group: Scientific Pay Grade 4/ Research Management 3

Hours / duration: Full time (35 hours per week), Monday to Friday. Fixed term contract for 2 years

Reports to: Dr Margot Wenzel

Main purpose of the job: The main purpose of the post is to provide proactive and responsive operational and administrative management for the drug discovery projects related to the Centre for Target Validation and to ensure that the projects are effectively managed with timely delivery of key objectives and within budget.

Duties and responsibilities:

Operational, Administrative and Scientific Project Management

Provide operational and administrative project management expertise in collaboration with scientific Project/Team Leaders to support the establishment of new and existing projects within the Centre for Target Validation:

- Be a pro-active, collegiate, and organised contributor
- Draft agendas for and organise, coordinate, attend and minute the project team meetings, and ensure that follow-up actions are recorded, communicated and completed to a high standard and in a timely manner
- Liaise and work with the Admin team regarding the scheduling of the project team / steering group committee meetings, room bookings, video links, catering etc.
- Liaise with the Centre Team Leaders to track the progress and the milestones for each project within the Centre for Target Validation, regularly update the Centre Director & the Senior Project Manager and identify possible risks and roadblocks/delays
- Pro-actively facilitate all aspects of the Steering Group Committee meetings including project updates and progress, the project resource recording system and timely follow-up of key actions
- Record and store applications forms for the selection of new projects within the Centre for Target Validation

Scientific Project Manager

Candidate Information

- Ensure that the internal data management and storage system is up to date with the formal documentation for each project, including project presentations, minutes and actions
- Work flexibly and simultaneously on current collaborative projects and prioritise as necessary to help achieve projects goals
- Keep up to date with the literature and publications on topics associated with the Centre for Target Validation

Financial Management

Be responsible for working with Finance and the CTU Senior Project Manager and Senior Operations Manager to ensure effective and pro-active financial management of the Centre project budgets.

Regular and real-time financial and resource reporting to the Centre Director to ensure that expenditure stays within budget.

Understand and consistently apply ICR legal, financial and commercial policies.

Effective and Timely Communication

Establish, develop and build an effective working relationship with the Centre Director, the ICR scientists, the Senior Project Manager and Finance.

Act as a point of contact for the Centre members, disseminating information accurately and promptly with relevant colleagues within the Centre, the DCT and the ICR.

Keep the Centre's dedicated webpage and social media channels updated with the latest news whilst preserving the confidentiality where appropriate.

Present regular updates on the Centre's projects progress at internal meetings.

Establish a good working relationship with potential stakeholders and collaborators.

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

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.

Any other duties that are consistent with the nature and grade of the post that may be required.

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.

Scientific Project Manager

Candidate Information

Person specification

Education and Knowledge

Degree in a life science-related subject	Essential
PhD in Biological Sciences	Desirable
Qualification and/or formal certification in project management or equivalent knowledge and experience	Essential
Knowledge of the academic/charitable industry funding system	Desirable

Skills

Excellent writing skills with evidence for critical and thoughtful attention to detail. Ability to compile accurate meeting reports, action lists, and scientific research reports	Essential
Excellent IT skills; including MS Office suite and relevant project management software allowing tracking of project progress and milestones	Essential
Demonstrable ability to recognise, understand, articulate and respond promptly to issues that arise, escalating as appropriate	Essential
Ability to use initiative to assertively highlight potential problems/issues and to successfully implement project management solutions	Essential
Excellent communication and influencing skills, including the ability to interact positively and assertively with senior stakeholders	Essential
Ability to set up, manage and improve data collection systems	Desirable

Experience

Extensive experience of successfully managing the operation and administration of complex and highly networked projects to deliver agreed goals, preferably gained in the drug discovery field and in pharmaceutical and/or biotech sectors	Essential
Experience of projects' progress and milestones tracking, identification of risks and possible roadblocks	Essential
Experience of co-ordinating and delivering high quality written documentation and/or presentations on time to meet stakeholder needs	Essential
Demonstrable experience of excellent organisational and time managements skills, ability to handle multiple projects simultaneously, to prioritise effectively and to work flexibly and thoughtfully to tackle new challenges and meet deadlines in a fast-paced environment.	Essential
Experience of budget management and resource tracking	Essential
Experience of operational and administrative management in a science-based organisation	Essential
Experience of posting regular updates on webpages and social media channels	Desirable

Scientific Project Manager

Candidate Information

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 Margot Wenzel for further information by emailing margot.wenzel@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.

Scientific Project Manager

Candidate Information

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