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# Student Experience and Doctoral Training Partnership Manager Candidate Information

March 2022

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## 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.

### Registry | Academic Services

The Registry team provides administrative support and policy expertise for the operation of the ICR's degree programmes, and for clinical research training posts. We also lead on the enhancement of the student experience and the management of strategic education collaborations.

The role of the broader Academic Services directorate is to create an efficient and effective environment for the ICR's scientific community to flourish. Our services underpin both research and education at the ICR.

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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

<b>Department / division:</b>	Academic Services
<b>Pay grade / staff group:</b>	Professional Services 4
<b>Hours / duration:</b>	Full time (35 hours per week), Monday to Friday.
<b>Reports to:</b>	Head of Research Degree Programmes
<b>Main purpose of the job:</b>	The post holder is responsible for the day to day running of the MRC Doctoral Training Partnership as well as managing enhancements to the overall student experience

### Duties and responsibilities:

### Student Experience

Look strategically at the research student experience, interpreting feedback and ensuring all student voices are heard.
Liaise with Learning & Development colleagues to ensure a suitable and flexible provision of training in support of all of the ICR's research degree programmes.
Develop bespoke training activities for student cohorts to support their distinct needs (including those for clinical fellows and MD(Res) students)
Implement mentoring schemes as required
Plan inductions for research students which provide an appropriate overview of the degree programmes and opportunities to connect with the wider student community
Lead on the design of new communication strategies for all research students including at pre-registration
Oversee provision of student welfare and equality support and ensure signposting to relevant advice and guidance is up-to-date and accessible to all.
Review senior tutor and supervisor training provision and identify and implement enhancements
Manage provision from the ICR's external student disability advisor, providing support on financial and logistical arrangements as necessary.
Provide input into quality assurance and policy reviews to incorporate support provision or highlight welfare and equality issues.
With colleagues, design processes and initiatives in response to student feedback, particularly where specific groups are identified as requiring additional support (e.g. international students).
With colleagues, plan and deliver enhancement activity relating to wellbeing support such as the roll-out of student-specific mental health resources.

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Support student wellbeing advisers; collating resources and supporting specific student wellbeing activities.
Attend the Staff-Student Engagement Committee meetings and liaise with the Wellbeing Coordinator to ensure student needs are considered in ICR-wide initiatives.
Provide reports to the Deputy Dean using feedback data to allow identification via senior monitoring team of patterns in wellbeing issues, including potential hotspots for bullying or harassment
Understand the regulatory landscape through policy and regulatory updates and appropriate advisory forums.
Monitor changes in expectations and focus for the HE sector and assess what this means for the ICR's delivery of degree programmes and how we support our students.
Link into the ICR-wide Culture and Engagement strategy development, ensuring expectations are set for students and supervisors not only in support of Academic Regulations but also around ICR Values and cultural priorities.
Join networks and form connections with other HEIs to increase awareness of best practice and shared challenges within the sector.

## Doctoral Training Partnership Management

Manage all aspects of the planning, scheduling, delivery and evaluation of the Doctoral Training Partnership (DTP)
Secure a knowledge of MRC (Medical Research Council) DTP requirements and expectations
Manage the delivery of the first year taught element of the DTP alongside the Learning and Organisational Development team.
Identify additional training needs of the DTP cohort beyond the existing student training programme including cohort building and professional development events using industrial partners.
Research and liaise with external training venues and facilitators for events such as away days
Identify cost and monitor expenditure on training activities and manage and report on additional discretionary funds.
With the Learning and Organisational Development team, schedule and advertise training, making sessions available to a wider ICR audience where appropriate.
Manage bookings for the DTP training courses: preparing joining instructions and training objectives, sending reminders, updating attendance records and following up on non-attendance
Manage DTP training resources including materials, audio-visual requirements, appropriate IT software and room layout or virtual set-up, as well as online resources
Manage and report on training records for the DTP student cohort
Evaluate training sessions and events; making recommendations for changes in content, pre-work or trainer to ensure continuous improvement

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Act as a first point of contact for DTP related issues
Manage relationships with industry partners, communicating the requirements of the programme and partners' responsibilities to the iCASE students.
Align interests between ICR Faculty and industry partners to support collaborative project development
Produce reports for senior managers (DTP leadership team), external industry partners, Research Degrees Committee and Medical Research Council
Provide secretariat for the DTP leadership team meetings
Review student satisfaction supplementing existing surveys where necessary and conducting 121 interviews for further insights.
Make recommendations to the leadership team on the running of the DTP and necessary enhancements to the programme
Represent the ICR at MRC centre manager's network meetings
Understand PhD studentship funding landscape which shapes the DTP

## 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.
Whilst mostly based in Sutton, with some home-working, the role also requires occasional travel to the ICR's Chelsea site.
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

Undergraduate degree	E
Postgraduate degree and/or experience of supporting postgraduate training/students	E
Excellent knowledge of Microsoft Office including Word, Excel, and Outlook	E
Good knowledge of regulatory expectations around student support	D

#### Skills

Excellent organisational skills with ability to deliver to tight deadlines	E
Excellent interpersonal and networking skills with the ability to relate to a wide variety of people from industry leaders, research councils and professional staff to students	E
Excellent attention to detail and accuracy	E
Good numeracy skills with the ability to present and interpret statistics	E
Professional manner for dealing with senior academics, industry partners and external contacts (e.g. written ability, phone manner)	E
Ability to work collaboratively as a team and independently	E
Ability to motivate and influence others	E
Ability to use initiative and be proactive in dealing with workloads	E

#### Experience

Working in a busy training administration/ office environment	E
Proven ability to work effectively under pressure and prioritise tasks effectively	E
Experience in managing a large and diverse workload	E
Experience of developing, managing and reporting on budgets	E
Experience of data gathering and interpretation including conducting one to one interviews	E
Collating and presenting information to inform reports for a variety of uses	E
Experience in the academic sector or NHS	D
Experience in managing funded PhD programmes	D
Experience of leading on recommending and delivering enhancements to projects or processes	D

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### Benefits

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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 Joanna Fearn for further information by emailing [joanna.fearn@icr.ac.uk](mailto:joanna.fearn@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.