ICR The Institute of Cancer Research

Personal Assistant

Candidate Information

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.

The ICR was ranked first in the UK for its research in biological sciences in a combined assessment of research quality, impact and environment; and overall, second in the UK among all higher Education institutions in REF 2021 analysis.

As an academic institute, ICR is a college of the University of London and has a charitable status. The institute operates with funding support from grants, partner organisations, charities, donors, industry partners and the general public. The ICR has more than 1,000 staff, researchers and students across three sites, in Chelsea and Sutton.

Drug Development Unit

The Drug Development, within the Institute of Cancer Research and the Royal Marsden, is one of the leading Phase-1 Clinical Trials Unit in the world. The Unit, led by Professor Johann de Bono and Professor Udai Banerji, comprises of Clinicians, Research Nurses, Scientists and administrative support staff.

The main aim of the Unit is to fast track the development of anti-cancer drugs, designed and synthesised in ICR or developed by CRUK or developed by industry collaborators, to maximise their potential towards the care of cancer patients. The Unit operates as a conduit, between laboratory research and clinical research that is fundamental to the modern drug development process.

The DDU has a large portfolio of academic and industry collaborators, both national and international. The Unit is one of the Experimental Cancer Medicine Centres (ECMC) in the UK, and also part of CRUK Convergence Science Centre and NIHR-Biomedical Research Centre at the ICR and RM. The Academic and Industry partnerships bring together excellent clinical researchers and expedite early phase drug development activities. Our established industry partnerships that allow us to accelerate trial setup and establish broader relationships across multiple projects

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The Personal Assistant post is to support Dr Alec Paschalis, who is a Clinician Scientist and Consultant Medical Oncologist within Drug Development Unit. He serves as Chief Investigator / Principal Investigator on early-phase clinical studies, including first-in-human trials within the Drug Development Unit, as well as later-phase clinical trials within the Prostate Cancer Targeted Therapies Group. As lead of the Translational and Experimental Medicine Group at the Institute of Cancer Research, Dr Paschalis also directs a research programme focused on identifying therapeutic vulnerabilities in advanced prostate cancers. His team aims to translate biological insights into novel, mechanism-driven proof-of-concept and proof-of-mechanism clinical studies, with the goal of improving outcomes for patients with cancer.

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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

Department / division:	Drug Development Unit / Clinical Studies
Pay grade / staff group:	Professional Services 5
Hours / duration:	Full time - 35 hours per week Monday to Friday Fixed term contract for 1 year
Reports to:	Consultant (Dr Alec Paschalis)
Accountable to:	Consultants and Head of Operations, DDU
Main purpose of the job:	To provide comprehensive and efficient personal administrative support to Dr Alec Paschalis. To provide full support to manage, prioritise and respond to the varying demands of Consultant's workload. To work effectively and efficiently by developing, implementing and maintaining administrative systems and practices (rotas, staff travel, seminars, Team meetings, minute taking etc) To cross cover other PAs during staff absences. To assist in administrative support for the team as required

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Duties and responsibilities:

Diary and Correspondence management

- Personal Assistant to Dr Alec Paschalis by providing a full secretarial support service, including typing correspondence, emails and the processing of letters/enquiries/emails not requiring their attention.
- Effective management of the Consultants diary so that their time is used efficiently, aligns with confirmed priorities and incorporates new urgent issues.
- Support the Consultant in forward planning of activities, future meetings, potential conflicts and help managing the priorities
- Monitor emails, regularly reviewing commitments with the Consultant and support with prioritising these to enable forward planning.
- Act as the first point of contact for the Consultant and proactively manage and filter correspondence and enquiries to prioritise or redirect to others as appropriate.
- Arrange both internal and external meetings, set up the rooms (remote sessions on Zoom/Skype/Teams) prepare the agenda, Co-Ordinate availabilities of meeting participants, arrange onsite visitor badges, arranging catering and video links where necessary.
- Organise the priorities and manage their workload, ensuring that they are apprised of upcoming deadlines in adequate time to ensure work is completed and reviewed.
- Monitor progress on delegated work through reviewing action points from meetings and regular reports.

Administrative and Finance Support

- Provide assistance with submission of manuscripts or conference presentations, ensuring all paperwork is in place within the deadlines. Liaise with conference and meeting organisers ensuring presentation slides or materials are provided.
- Responsible for team administration, which may include annual leave minute taking, maintaining filing systems, following up on actions, archiving documents, organising team meetings / away days, overseeing scientific staff recruitment including responding to applicants and organising interviews, other office duties as required.
- Implement, maintain and improve administrative systems & practices to ensure the smooth running of the Drug Development Unit
- Provide assistance to the Consultant in maintaining list of grant applications, publications, meeting attendances

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- Provide full support to the Consultant in coordination of travel arrangements both domestic and international, liaising with travel suppliers, ticket bookings, accommodation management, external contacts and other stakeholders as required.
- Provide assistance to the Consultant in arranging REC meetings, meetings with potential partners
- Provide assistance to the Consultant in managing expense claims, retrieving expenses / honoraria from other organisations for meetings.

Administrative support to DDU

- Provide PA cover within DDU during Annual leave, sickness and additional support
- Liaising with clinical trial management staff and assisting with managing the Consultants trial specific paperwork, obtaining signatures and distributing to study teams.

General

- Take responsibility for own continuing professional development so that knowledge of developments and best practice is current and informs professional delivery.
- Required to provide help in training to new PAs in the team.
- Support staff in other assistant and administrative roles in understanding of ICR and RM systems and processes.
- Develop and maintain effective working relationships at all levels within the ICR and RM.
- Familiarise and adhere to any ICR and RM 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 which may be required which are consistent with the nature and grade of the post.
- To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

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Confidentiality

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time, unless to do so is in the best interest of the individual. In this instance a Senior Team Member would appropriately advise the post holder.

Computer data should only be accessed if this has been authorised and is necessary as part of your work.

The post holder must abide by the requirements of the Data Protection Act at all times.

Post holder may undertake any other work in line with the pay grade and as required for the team

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

Educated to degree level or equivalent/relevant experience	Essential
Educational background in a science or science related subject	Desirable

Skills and Knowledge

Professional and non-judgemental manner and discreet approach to dealing with confidential matters.	Essential
Excellent organisational skills with the ability to deal with a high workload	Essential
Excellent written and verbal communication skills	Essential
Effective supervisory skills with the ability to train others	Essential
Sound level of computer literacy and knowledge of office technology and systems	Essential
Excellent interpersonal skills with the ability to work collaboratively with people from all backgrounds and organisational levels	Essential
Diplomatic and tactful with excellent dispute resolution skills	Essential
Advanced organisational and problem-solving skills	Essential
Strong attention to detail and ability to produce accurate and detailed work	Essential
Proactive with the ability to prioritise multiple tasks and work to competing, changing deadlines	Essential
Ability to work under high pressure and remain calm with the diary rapidly changing on a regular basis	Essential
Budget monitoring experience	Desirable

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Experience

Experience of working in the Scientific and/or Higher Education and/or charity sector	Desirable
Experience of providing PA support to senior level staff	Essential
Experience of working in a complex organisation	Essential
Experience of working under pressure with strict deadlines and dealing with complex issues with competing priorities	Essential
Supervisory experience	Desirable
Experience of implementing and maintaining offices systems (electronic and manual)	Essential

General

Committed to the ICR's mission, values, aims and objectives	Essential
Resilient, self-motivated and driven	Essential
Professional and approachable manner	Essential
Flexible and dynamic approach	Essential
Ability to work flexibly	Essential
Interest in cancer research	Desirable

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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

If you require further information, please email ddu@icr.ac.uk .

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