



Talent Acquisition Adviser

Candidate Information

May 2025

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 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.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Talent Acquisition, Human Resources

The Talent Acquisition Team is an integral part of the HR Operations function, alongside the Reward and Information Team (including Pensions) and two Advisory teams. We recognise that talented, passionate individuals are the driving force behind ICR's success. The team is dedicated to attracting and selecting outstanding talent to support the ICR's mission, providing a seamless and professional experience for candidates and hiring managers alike. By delivering both operational and strategic recruitment support, we ensure that the right people are in place across the ICR to drive our research and innovation forward.

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:	Recruitment
Pay grade / staff group:	PS5
Hours / duration:	Full time (35 hours per week), Monday to Friday.
Reports to:	Head of Recruitment
Main purpose of the job:	To provide a high-quality, professional, and customer-focused talent acquisition service across the organisation. This role ensures the attraction, selection, and onboarding of top talent, aligning with HR policies, procedures, and agreed service levels to meet the organisation's current and future workforce needs.

Duties and responsibilities:

Talent Acquisition Planning

Collaborate with department leaders and hiring managers to understand workforce needs, role requirements, and skill gaps.
Ensure that hiring managers are familiar with relevant policy, procedure and legislation in relation to talent acquisition.
Ensure that hiring managers provide all relevant documentation to ensure our services can be delivered in a timely manner.
Assist with continuously improving sourcing strategies to attract top talent, especially in niche fields such as cancer therapeutics, clinical trials, and charity/healthcare administration.
Draft and send formal employment offers to selected candidates, ensuring all terms and conditions are clearly outlined and compliant with legislation and with ICR policies.
Ensure that candidates are signposted to relevant information regarding visa applications and are provided with any necessary documentation for sponsored visas.
Work closely with recruitment agencies to ensure effective collaboration and alignment with the ICR's hiring needs. This includes negotiating contracts, monitoring agency performance, vendor portal management and ensuring compliance with ICR policies and standards.
Manage interview scheduling, offer negotiation, and onboarding transition for successful candidates.
Collaborate with HR and DEI leaders to incorporate diversity and inclusion goals into recruitment plans, ensuring equitable hiring practices and diverse candidate pools.
Continuously assess and enhance recruitment processes to improve candidate experience, reduce time-to-hire, and streamline internal workflows.

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Evaluate cost-effectiveness of various sourcing channels, leveraging digital platforms, recruitment agencies, and internal referral programs as needed.

Ensure that the ICR's obligations in relation to Visa and Immigration requirements are met.

Oversee relationships with recruitment agencies on the Preferred Supplier List (PSL), ensuring alignment with organisational standards, service level agreements, and cost expectations. Regularly evaluate agency performance and negotiate terms as needed to maintain high-quality, cost-effective, and compliant partnerships that meet the organisation's unique talent acquisition needs.

Candidate Sourcing and Pipeline Development

Utilise a range of sourcing techniques, including social media, LinkedIn, job boards, professional networks, and industry events, to build a pipeline of qualified candidates.

Engage in proactive headhunting and outreach efforts to attract passive candidates, especially for critical and hard-to-fill roles.

Establish relationships with academic institutions, research organisations, and professional networks to support talent pipelines.

Ensure candidates who may be eligible for redeployment are considered for any suitable vacancies before advertising externally.

Build relationships with passive candidates by maintaining ongoing engagement through personalised outreach, regular check-ins, and sharing relevant content to keep them connected to the organisation.

Commitment to delivering a positive candidate experience, with a customer-focused mindset that values clear, timely, and professional communication.

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.

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

Demonstratable experience in talent acquisition, ideally within healthcare, scientific research, non-profit, or academic settings.	E
Educated to degree level or equivalent experience.	E
CIPD qualified	D
Demonstrable understanding of best practice recruitment selection and assessment methods and approaches	E
Proven track record of successfully recruiting for specialised roles in research, clinical, or healthcare support environments.	D
Strong knowledge of full cycle recruiting and sourcing techniques, with an understanding of the unique challenges in scientific and healthcare talent acquisition.	D
Strong knowledge of visa types appropriate to the academic research/HEI sector.	E
Demonstrated commitment to advancing diversity, equity, and inclusion in talent acquisition practices, with experience in initiatives that promote diverse hiring and inclusive candidate experiences.	E

Skills

Experience with employer branding and diversity initiatives.	D
Comprehensive experience, including participation in selection interviews and coaching and supporting managers at all levels on recruitment related issues.	E
Experience of working within a multi-disciplinary HR team.	D
Experience of managing a high volume workload and working to tight deadlines.	E
Experience of managing a Preferred Suppliers List.	D
Experience of implementing innovative talent acquisition initiatives.	D
Highly organised with strong time management skills, able to handle multiple open positions and priorities simultaneously.	E
Demonstrated ability to work independently and as part of a team, with a proactive and adaptable approach to changing priorities.	E

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Ability to support hiring managers with consultative talent acquisition guidance, ensuring alignment with organisational policies, values and goals.	E
Experience in recruiting for highly specialised or niche positions in a research, clinical, or academic setting.	D
Experience using data to inform talent acquisition decisions, track sourcing effectiveness, and adjust strategies based on market trends and talent analytics.	D
Excellent interpersonal skills.	E
Excellent IT skills, including Microsoft Word, Excel, Outlook and Teams.	E
Proficiency in using applicant tracking systems (preferably Oracle), as well as social media and other digital sourcing platforms.	E
Excellent interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels.	E

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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. All staff receive an additional three days at Christmas.

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 Jesse Stratton for further information by emailing jesse.stratton@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.