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# HR Adviser Candidate Information

December 2025

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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 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.

### About the HR team

We know that talented, brilliant, passionate people lie at the heart of the ICR. That's why we provide the policies, procedures, systems and people management infrastructure to recruit, retain, motivate and develop our people to achieve their full potential. We offer both operational and strategic support to teams across the ICR. We are organised across four main functions:

- HR Operations
- Learning and Organisational Development
- Pensions
- Information, Systems and Projects

The ICR's future success depends on recruiting the very best people with the very best skills and our HR strategy ensures that we have the organisational capacity and capability to deliver this.

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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

# HR Adviser

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### Job description

<b>Department / division:</b>	Human Resources
<b>Pay grade / staff group:</b>	Professional Services Pay Grade 4
<b>Hours / duration:</b>	Full time (35 hours per week), Monday to Friday. Fixed term contract for 6 months
<b>Reports to:</b>	Human Resources Business Partner
<b>Main purpose of the job:</b>	To provide a high quality, proactive and customer-focussed HR advisory and operational service across the employee lifecycle, in line with HR policies and procedures and agreed service levels. To provide expert advice to line managers and staff on the application of ICR policy and procedures and Employee Relations matters. To support line managers with a range of complex Employee Relations case management. To support line managers with the effective delivery of change management programmes, including restructures, redundancies and TUPE, liaising with the HR Business Partner, where appropriate, for more complex matters. To carry out project work, as required and to support the work of the department in delivering the HR strategy.

### Duties and responsibilities:

#### Employee Relations

To manage own casework giving appropriate advice and assistance, keeping the HR Business Partner informed of current caseloads and referring cases upwards for advice where appropriate.

To take responsibility for a broad range of routine and complex case work providing clear and expert advice on a range of HR matters, including best practice, employment legislation and the interpretation of ICR Policy.

To provide professional guidance and coaching support to managers in relation to conduct, performance, disability, redundancy, grievance, discrimination, discipline, and dismissals ensuring that full account is taken of risk management, commercial priorities, the ICR's policies and procedures and complex, and sometimes cross-cutting, legislative issues, best practice and ICR precedents.

Ensure that the ICR is legally compliant in any dismissals relating to employee relations cases, reducing the risk of litigation.

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To attend hearings to advise the Chair in terms of procedure, employment law and risk management so they can make informed decisions on the facts of the case whilst balancing the needs of the organisation with that of legal compliance.

To liaise with the HR Business Partner, as necessary, in co-ordinating information and compiling responses to Employment Tribunal claims and to provide professional guidance and support to managers and witnesses involved in Employment Tribunal hearings.

To liaise with Occupational Health services in relation to Occupational Health referrals, including consideration of any reasonable adjustments that may be required for existing employees or new starters.

To establish effective working relationships with managers and Union representatives.

To carry out exit interviews with staff leaving the ICR and interpret trend of data/information and followup, arising from exit interviews and report to the HR Business Partner as necessary.

To foster a positive employee relations and organisational culture, ensuring any necessary outcomes are taken to meet the needs of the business and fair practice.

## Policy Development

To contribute towards the development, review and implementation of HR policies, procedures, guidance documents and templates, ensuring legal compliance and best practice.

To disseminate information and give guidance on new and updated policies to line managers and staff and to HR colleagues as appropriate.

## Organisational Change

To advise line managers on a range of change management issues, including non-renewal of fixed-term contract procedures, restructures, redeployment / redundancy procedures and TUPE transfers, liaising with the HR Business Partner where appropriate and for more complex or large-scale change programmes.

To lead on a range of change programmes end to end, including preparation of business cases, consultation papers organising and attending consultation meetings, advising and supporting the managers and employees throughout the process.

## Training and Organisational Development

To support managerial capability by delivering training initiatives in collaboration with the HR Business Partner.

To assist the HR Business Partner with the delivery of HR related training, including managing your people series, probation and induction training, and the annual appraisal training programmes.

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Liaise with the training team on any outcomes of ER cases, for instance staff at risk of redundancy, or employees, managers with identified training gaps to support wider organisational development objectives.

### Line Management

To manage the performance of the Assistant HR Adviser(s) and HR Administrator(s) throughout the year via regular 1:1 meetings and the annual appraisal process, ensuring that meaningful objectives are set and reviewed for relevance, regularly.

To support and coach the Assistant HR Advisers and HR Administrators as necessary, in the provision of first line advice to staff and managers and family friendly leave procedures.

To identify the development needs of the Assistant HR Adviser(s) and HR Administrator(s), defining and regularly reviewing their development plan and working with the HR Business Partner to identify appropriate learning and development interventions.

To implement development interventions through appropriate training.

To provide opportunities for the Assistant HR Adviser(s) and HR Administrator(s)' career and personal development through coaching and mentoring.

### HR Information and Processes

To participate in the continuous development and improvement of HR operations/ administration systems and processes.

To maintain and update standard operating procedures and create new ones where applicable ensuring consistency amongst the HR teams.

To check and authorise overall, the Personnel Change Form completed by the HR Administrator(s) and Assistant HR Adviser(s) and on occasion, complete and submit PCFs for more complex changes.

To maintain appropriate databases and spreadsheets e.g., Employee Relations casework logs.

To assist in the completion of staffing surveys for both internal and external purposes.

Ensure electronic HR records are accessible and up to date and maintained in line with Data Protection legislation.

To ensure that managers receive timely notification of contract expiry dates, visa end dates, funding end dates and employees on fixed term contracts whose status will shortly switch to non-time limited (NTL) status.

To ensure that the ICR's obligations in relation to Visa and Immigration documentation are met.

To ensure that staff are provided with the appropriate documentation and information to support their visa and sponsorship applications for their visa extension and that progress is monitored and line managers kept informed.

When necessary, check and approve for signature contracts of employment, contract extensions and contractual change letters.

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Ensure HR correspondence is issued accurately and promptly by the HR Administrators
To participate in selection interviews, as and when required
To check and approve for signature, where necessary, contracts of employment, contract extensions and contractual change letters.
Ensure HR correspondence is issued accurately and promptly by the HR (and Recruitment) Administrators.

### Other Duties

To participate in the HR Operational Team Meetings and to attend other meetings as required.
To keep up to date with legislative changes and developments in HR best practice.
To be responsible for own continuous professional development.
To undertake HR projects to progress the work of the department.
To contribute towards HR internal process improvement.
To champion the ICR's wellbeing initiatives.
To provide cover for HR Adviser colleagues/team, as required.
To be familiar with the ICR's approach towards risk management including its policies and procedures, which require all staff to play an active part in identifying and managing risk.
To undertake any other duties, consistent with the nature and grade of the post that may be required to deliver the organisational and HR strategies.

### 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

Educated to degree level or equivalent	E
At least part-qualified membership status of the CIPD	E
Good demonstrable working knowledge of current employment law and best HR and employment practices and principles	E
Demonstrable understanding of best practice recruitment selection and assessment methods and approaches	D

#### Skills

Excellent IT skills	E
Ability to produce work to a high-quality standard	E
Excellent attention to detail and accuracy	E
Ability to use initiative and make sound, well-considered decisions and judgements	E
Proven ability to establish credibility, impact and influence with a flexible approach to work, dealing with a range of different stakeholders/demands	E
Excellent team player and 'can do' attitude	E
Excellent customer service skills	E
Excellent organisational skills with an ability to effectively plan, manage and prioritise an extensive and varied workload to agreed deadlines and quality standards.	E
Excellent communication skills, including written communication (e.g. to present clear, wellstructured policies, reports, formal ER letters)	E
Excellent interpersonal skills and ability to build effective relationships quickly	E
Evidence of having negotiated solutions in challenging and unique circumstances	E
Ability to communicate in a diplomatic, tactful, and courteous manner with a wide variety of people, at all levels, in the most appropriate format	E

#### Experience

Demonstrable experience of working in a HR department providing generalist operational and senior advisory HR support and advice to staff and line managers at all levels	E
Experience of managing a high volume and demanding workload and working to tight deadlines, prioritising own workload and delivering accurate and high-quality work often with conflicting demands	E

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Experience of using an integrated HR/Payroll databases and reporting packages	E
Experience of managing a range of employee relations case work, providing sound professional and risk-based advice, coaching and supporting line managers and participating in formal and informal meetings in relation to redundancy and TUPE, as well as absence, disciplinary capability and grievance investigations and meetings	E
Experience of contracts administration, including working with and advising on different terms and conditions of employment	E
Experience of setting up new joiners on an integrated HR/Payroll database	E
Experience of evaluating options, identifying effective courses of action, and taking initiative to resolve problems	E
Experience of making constructive recommendations for improvement of systems and procedures and see them through implementation	E
Experience of HR policy development	E
Experience of participating in selection interviews	E
Experience of managing visas applications and in advising managers and staff and prospective staff on relevant processes under the UK immigration system	E
Experience gained within the academic sector, not for profit sector or NHS	D

### General

Ability to maintain confidentiality and deal with sensitive people matters	E
Self-motivated, ability to work independently, resilient in dealing with challenge	E
A commitment to diversity and equal opportunities in employment and service delivery	E
An interest in cancer research	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 Karen Grieff for further information by emailing [karen.grieff@icr.ac.uk](mailto:karen.grieff@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.