ICR The Institute of Cancer Research

Translational Sample Coordinator

Candidate Information

April 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. 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 are consistently in the top performing universities in the league table of university research quality compiled from the Research Excellence Framework (REF 2014 & 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.

The Clinical Trials and Statistics Unit (ICR-CTSU)

Under the directorship of Professor Emma Hall, the ICR-CTSU is an internationally recognised, methodologist-led academic clinical trials unit (CTU), with over 30 years' experience in the design, conduct and analysis of cancer clinical trials. ICR-CTSU receives programmatic core funding from Cancer Research UK and is UK Clinical Research Collaborative registered.

ICR-CTSU translates cutting-edge science into quality clinical trials that can transform cancer care, by:

- Leading patient-centred trials of smarter, kinder therapies that treat cancer more precisely
- Transforming the way we design and conduct trials with innovations in trial methodology
- Learning as much as we can with integrated translational research and data science
- Championing purposeful and inclusive patient and public involvement
- Embedding research to improve the sustainability of our trials
- Supporting interdisciplinary training to empower the next generation of trialist

ICR-CTSU is a key part of the ICR/Royal Marsden Centre for Trials and Population Data Science. The Centre brings together expertise across the two institutions to advance methods-based and methodologist-led research to improve cancer research outcomes and quality.

ICR-CTSU's portfolio of national and international phase II and III trials covers a wide range of disease sites from common cancers (e.g. breast, prostate, lung) through to rarer malignancies (e.g. myeloma, ovarian, testicular, penile). Our cross-cutting Integrative Genomic Analysis team facilitates interrogation of the wealth of emerging trial data to further understand mechanisms of action and markers of treatment sensitivity or resistance and to translate novel diagnostic, prognostic and therapeutic strategies into clinically relevant biomarker driven trial designs. Our Early Phase and Adaptive Trials team, led by Professor Christina Yap, provide methodology leadership to an expanding number of early phase trials, many run in collaboration with the Drug Development Unit, a globally leading joint unit of ICR and The Royal Marsden NHS Foundation Trust.

Recent publications highlighting the breadth and impact of our portfolio include:

- PACE: radiotherapy in five larger daily doses is as good as the standard 4-week therapy for patients with low/favourable intermediate risk prostate cancer (New Engl J Med 2024); the most recent of our long-standing portfolio of phase III radiotherapy trials to report practice changing results.
- plasmaMATCH: pioneering evidence to support the use of liquid biopsy ctDNA mutation detection to inform targeted treatment selection for breast cancer patients thus avoiding the need for invasive tumour biopsies (Lancet Oncol 2020).
- POUT: adjuvant chemotherapy improves outcomes for patients with upper tract urothelial cancer (J Clin Oncol 2024)
- NICAM: a phase II study demonstrating activity of nilotinib in a rare form of melanoma with a mutation in the *KIT* gene (Cell Rep Med 2024).

Our methodology work includes the DEFINE study - SPIRIT and CONSORT extensions for early phase dose-finding trials – to enhance transparency and reproducibility for trial protocols and reports (BMJ 2023; BMJ 2023), a review of clinical trial designs for evaluating and exploiting cancer evolution (Canc Treat Rev 2023) and use of routine collected data as an alternative to hospital based follow-up (preprint).

We are a multi-disciplinary CTU, with more than 90 staff including statisticians/methodologists, clinical trial programme managers, trial managers, data managers, research IT programmers and administrative support staff.

We have over 75 multi-centre trials in set up, open to recruitment, or in active or long-term follow-up. Our senior management team hold leadership roles shaping clinical research at the local, national and international level.

Further information is available at:

ICR www.icr.ac.uk | | **Facebook** www.facebook.com/theinstituteofcancerresearch

ICR-CTSU https://www.icr.ac.uk/our-research/centres-and-collaborations/centres-at-the-icr/clinical-trials-and-statistics-unit

Bluesky @icr-ctsu.bsky.social

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Job description

Department / division:	ICR-CTSU, Division of Clinical Studies
Pay grade / staff group:	Scientific Professional 7
Hours / duration:	Minimum 3 days/week (0.6FTE). Fixed term contract for 2 years in the first instance.
Main purpose of the job:	To work as part of a multidisciplinary team to facilitate central oversight of biological sample collections within the ICR-CTSU's radiotherapy trials portfolio and support researchers seeking access to samples and data to meet the goals of ICR-RM RadNet Centre of Excellence.

Role Summary:

We are seeking a highly motivated individual with a strong biomedical background and keen interest in clinical trials and translational research. The successful candidate will be a part of the CRUK ICR-RM RadNet Centre of Excellence and will need excellent project management and data manipulation skills, with a dynamic and pro-active approach to their work. Effective oral and written communication skills and enthusiasm for team-based science in a collaborative interdisciplinary environment is essential.

Duties and responsibilities:

The post holder will be responsible for collating sample and imaging collections obtained from ICR's radiotherapy trials portfolio and facilitating access by researchers from across Cancer Research UK's RadNET network. The post holder will work closely with RadNET colleagues within ICR and The Royal Marsden Hospital, ICR-CTSU trial teams, as well as external researchers and staff at participating centres.

Management of data and samples

Establish and maintain a central database to log, monitor and reconcile biological sample collections and other translational research resources obtained from across the ICR radiotherapy trial portfolio.
Develop and maintain accurate sample management procedures, aligning with relevant SOPs and processes, to track sample retrieval, shipments, delivery, receipt and returns.
Oversee sample retrieval processes, coordinate shipping requirements, liaising with relevant laboratory and courier personnel.
Prepare datasets for analysis as required.
Where necessary, oversee collection of samples/digital images from sites participating in radiotherapy studies

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Administrative Duties

Promote collaborative research by ensuring translational research resources from radiotherapy studies are visible to the RadNet and wider research community
For researchers wishing to access data/samples, provide support and guidance through the sample access approval process.
Maintain accurate records of data/sample access requests, tracking progress through the approval process, from initial approval, data/sample transfer request approval, sample shipment, analysis and return.
Organise meetings with relevant personnel, take and draft minutes

General

Actively contribute as a member of the ICR-CTSU Sample Management Working Group
Actively contribute as a member of the ICR-CTSU Data/Sample Access Triaging Group
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

First degree or equivalent level qualification	Essential
First degree or equivalent level qualification in Biomedical Sciences or an allied subject (including nursing and health care disciplines	Desirable
Office or computer skills qualification (e.g. GNVQ, CLAIT)	Desirable

Skills and Qualities

Excellent interpersonal skills to facilitate liaison with colleagues and external collaborators	Essential
Effective oral and written communication skills – the post holder will be required to respond to queries and liaise directly with researchers about sample/data access requests	Essential
High level of computer literacy, a good working knowledge of Microsoft Office packages (Word, Excel) and ability to access information from the internet	Essential
Ability to work independently and as part of a team across projects with enthusiasm and a professional attitude	Essential
Excellent organisational and time management skills, working accurately with attention to detail	Essential
Ability to use electronic systems for recording and managing information	Essential
Ability to develop and maintain online material to ensure visibility of resources to wider research community (e.g. webpage, newsletters)	Essential
Ability to grasp scientific/medical concepts effectively and efficiently	Essential
Interested in learning about cancer and/or the conduct of clinical trials	Essential
An understanding of cancer and its treatment modalities	Desirable
An understanding of the concept of randomised clinical trials and phases of clinical trials	Desirable
An understanding of the principles of Good Clinical Practice, Data Protection, the EU Clinical Trials Directive and research governance	Desirable
Basic coding skills to support preparation of datasets for statistical analysis	Desirable

Experience

Experience of managing data in hard copy and electronic form	Desirable
Experience in using Microsoft PowerPoint and Visio	Desirable
Experience of handling large sets of data	Desirable
Experience of working in oncology	Desirable

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General

Flexible and adaptable approach to managing workload	Essential
Ability to work independently and as part of a team	Essential
Ability to project a positive and professional image of the ICR-CTSU to both ICR and external collaborators	Essential
Ability to maintain adherence to written procedures and clinical and regulatory standards applicable to ICR-CTSU clinical trials	Essential

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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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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.

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 ICR-CTSU for further information by emailing ctsu@icr.ac.uk.

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