



Contracts Administrator Candidate Information

August 2024

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 overall and top for biological sciences in the most recent Research Excellence Framework (REF 2021 (ref.ac.uk)) a measure of university research quality.

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.

Business & Innovation Office

The Business and Innovation Office provides expertise to the ICR in all aspects of intellectual property management and commercialisation as well as contractual and commercial aspects of interactions between our scientists and industry. You will be joining one of the most successful teams of its type in the UK. We are a busy team working on a wide variety of projects with many different academic and commercial partners.

This post will be based in Sutton but with the option of some flexible/remote working and travel to visit other ICR sites.

Our mission is to
make the
discoveries that
defeat cancer.

Contracts Administrator

Candidate Information

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

Contracts Administrator

Candidate Information

Job description

Department / division: Business & Innovation

Pay grade / staff group: PS06

Hours / duration: Part time (up to 28 hours per week), Monday to Friday. Fixed term contract for 1 year

Reports to: Executive Assistant/Business Manager

Accountable to: Head of Business Development (Academic Research and Service Contracts)

Main purpose of the job:

To provide highly efficient, proactive and comprehensive administrative support to the Contracts Managers and Business Development team. The Contracts Administrator will ensure that the Contracts Team's work with universities, funders, commercial and governmental entities, is progressed in a timely manner so that the Business & Innovation office is able to facilitate the complex requirements of the scientific research undertaken by the Institute. They will also assist with a variety of business contract and administrative support including maintaining a contracts database and CLM system. The successful candidate will be able to adapt to different pressures, be highly organised and have strong people skills.

Contracts Administrator

Candidate Information

Duties and responsibilities:

Contracts Administration

Act as first point of contact for the Contracts Team and proactively manage and filter correspondence and enquiries as appropriate.

Proactively manage the Contracts inbox, including reviewing contract requests via email and internal contract request forms, prioritising and allocating contracts to the Contracts Team in accordance with written guidelines and as directed by Contracts Team Leaders

Proactively progress finalised contracts to signature within specified timeframes with internal and external stakeholders.

Maintain accurate records in the database, by creating, uploading and updating contracts records in a timely manner. Preparing reports when required to support the Contracts Team and senior leadership.

Maintain and track pipeline data on contracts progression within the team, through review of contracts database, and reviewing action points from meetings, and provide regular reports to Team leaders.

With supervision from BIO EA/Business Manager and Contracts Team leaders, prepare reports when required to support the Contracts Team and Business and Innovation office senior leadership.

To support and work closely with the Contracts Team and Business Development Team in providing an efficient administrative function.

To provide comprehensive administrative support to the wider Business and Innovation Office to facilitate the smooth running of the department.

Respond to correspondence within delegated areas of responsibility or draft correspondence for the Contracts Team members where their review and/or approval is necessary.

Ensure that the Contracts Team members and/or internal stakeholders are appraised of upcoming deadlines in adequate time to ensure work is completed and reviewed.

Use discretion to identify priorities and issues and refer to Contracts Manager/Line Manager if required.

Contracts Administrator

Candidate Information

Stakeholder Management

Support communication with internal and external stakeholders as required.

Develop and maintain effective working relationships at all levels within the ICR.

Develop a sound working knowledge of the sector to assist in the effective performance of the role.

General

Take responsibility for own continuing professional development so that knowledge of developments and best practice is current and informs professional delivery.

Familiarise 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.

To be a member of the Business and Innovation Office team and contribute actively to team meetings.

Any other duties which may be required which are consistent with the nature and grade of the post.

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.

Any other duties as may be required which are consistent with the nature and grade of the post.

Contracts Administrator

Candidate Information

Person specification

Education and Knowledge

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

Contracts Administration

Skills

Ability to deliver excellent customer service and build positive professional relationships	Essential
Excellent organisational skills with the ability to deal with a high workload	Essential
Excellent analytical skills (literacy and numeracy) with the ability to produce accurate, clear metrics and data from multiple complex sources to various stakeholders.	Essential
Excellent communication skills (written and verbal) with the ability to communicate effectively with a wide audience of varying levels of seniority.	Essential
Sound level of computer literacy and knowledge of office technology and systems	Essential
Excellent interpersonal skills with the ability to work as part of a team and to work collaboratively with people from all backgrounds and organisational levels	Essential
Diplomatic and tactful with excellent dispute resolution and influencing skills	Essential
Strong attention to detail and ability to produce accurate and detailed work with minimum supervision	Essential
Proactive with the ability to prioritise multiple tasks and work to competing, changing deadlines	Essential
Ability to assimilate new information rapidly and to work within a range of complex processes	Essential
Ability to work under high pressure and remain calm with the diary rapidly changing on a regular basis	Essential

Experience

Experience of working in a legal office, contracts team or the Scientific and/or Higher Education and/or charity sector	Desirable
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
Experience of maintaining offices systems (electronic and manual)	Essential

General

Committed to the ICR's mission, values, aims and objectives	Essential
Proactive and able to anticipate the needs of your manager	Essential
Resilient, self-motivated and driven	Essential
Calm, professional presence and gravitas	Essential
Flexible and dynamic approach	Essential
Ability to work flexibly across both ICR locations (Chelsea and Sutton) as required	Essential
Interest in cancer research	Desirable

Contracts Administrator Candidate

Information

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

You may contact Sarah Loosley for further information by emailing sarah.loosley@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.