ICR The Institute of Cancer Research

Senior Research Manager

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

Division of Radiotherapy and Imaging

https://www.icr.ac.uk/research-and-discoveries/icr-divisions/radiotherapy-and-imaging

The Division of Radiotherapy and Imaging is investigating new imaging methods to diagnose cancer, and ways in which advances in technology and molecular biology can improve radiation treatment. It is also increasingly concerned with the use of imaging to evaluate the response to treatment *in vivo*, through techniques measuring aspects of tumour biology.

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Translational Breast Radiobiology Group

https://www.icr.ac.uk/our-research/researchers-and-teams/dr-navita-somaiah

Dr Navita Somaiah is a group leader (clinician scientist) at The Institute of Cancer Research, London, and an honorary clinical oncology consultant at The Royal Marsden, Breast Unit. Her team works on optimisation of radiotherapy by improving tumour response whilst minimising normal tissue toxicity for more personalised treatments. She leads several national/ international phase I/II clinical trials with a focus on maximising translational read-outs to understand radiation-induced changes in the tumour microenvironment and identify biomarkers of response/resistance to improve therapeutic efficacy.

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The post offers essential support to research development and delivery, based on expertise in protocol development, research funding applications and regulatory issues for clinical and translational research undertaken by Dr Navita Somaiah and the wider Breast Radiotherapy Unit.

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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Department / division:	Translational Breast Radiobiology Group / Division of Radiotherapy and Imaging
Pay grade / staff group:	Scientific Pay Grade 4 / £46,265-54,544 (subject to comparable skills and experience)
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract for 2 years (less than full time applicants will be considered on an individual basis)
Reports to:	Dr Navita Somaiah, Clinician Scientist (ICR) and Consultant Clinical Oncologist (The Royal Marsden)
Main purpose of the job:	The Senior Research Manager (SRM) is responsible for independent management of assigned clinical trials to the highest standard. The SRM is also responsible to provide full project oversight for a portfolio of translational research studies, as required. The SRM is responsible for efficient set up, patient recruitment, patient management, review, and implementation of amendments, close out, and project management of clinical trials and research studies at site level throughout the life cycle of assigned trials ensuring effective communication with all support services. The SRM must be able to manage several complex studies at the same time with clear communication and organisation skills. The SRM must ensure excellent flow of information across all clinical teams and must have oversight of all clinical trials and research studies in their portfolio. The SRM is responsible to take initiative to resolve all study related matters with site staff, CROs and study sponsors to ensure trials run smoothly within the Translational Breast Radiobiology Group and Breast Radiotherapy team, maintaining compliance to SOPs and team practices.

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Job description

The SRM is responsible to train and line manage Clinical Trial Coordinators and Data Managers.

The SRM is responsible to provide cross cover for other team members as required.

Duties and responsibilities:

Trial Set-up and Delivery

To review the research protocols to assess the operational requirements in setting up the study. Where required, the SRM will attend TMG meetings and contribute to Protocol review during early stages of trial set up
To coordinate the necessary set-up activities within the unit, ensuring that all aspects of the protocol has been addressed, all team members are aware of their responsibilities and trials and studies are opened in a timely manner
To liaise with finance teams to support creation, training and maintenance of finance data activity capture tools supporting income capture and income recovery. Assist the finance team in capturing patient visit activity using finance data activity capture tools, coordinating patient expense claims, raising invoices, and liaise with sponsors when required
To liaise with research participants and provide all required support to ensure smooth delivery of trials and studies
To ensure all trial activities are completed in a timely manner, liaising with all support services.
To actively contribute to all team meetings ensuring the logistical and operational items are brought for discussion
To plan and review trial needs regularly, address any findings with appropriate CAPA. To engage with open and transparent communication across the team to enhance team output
To work with the study team to ensure that trials run in accordance with the protocol, sponsor guidelines and relevant UK clinical trials regulations
To ensure that essential study documentation is available on site ISF/ eISF platform according to GCP, regular filing is expected. To ensure all trial documents are maintained within shared folders in a timely manner
To liaise with the allocated Trials Coordinator/Data Manager to ensure that Case Report Form completion and query resolution meets sponsor deadlines and is of the required standard
To maintain business continuity for all activities ensuring there is full audit trail of trial activities. To provide back up for essential activities

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Internal and External Liaison

To liaise with sponsors and sponsor representatives throughout the trial life cycle and communicate all key matters to study teams in a timely manner
To liaise with all site teams and communicate in a clear and concise manner
To understand and be able to explain to patients details of their specific clinical trial, such as, the required schedule of hospital appointments, required clinical assessments and tissue sampling/imaging requirements
In collaboration with team colleagues, explore and adapt innovative ideas to simplify the challenges of conducting Clinical Trials to maintain effective communication with internal and external departments

Line Management

The SRM will be directly responsible for overseeing and mentoring of Trial Coordinators and Data Managers
The SRM will be involved in recruitment, training and managing induction of junior staff, tasks include but not limited to: undertake probationary review, annual review, oversight of staff performance, any performance review as per institutional practices, and staff re-training

General

To communicate effectively with other members of the team as well as internal and external collaborators, maintaining a cohesive study site coordination function within the unit
To assist finance teams with income recovery process for industry sponsored trials
To attend routine team operational meetings regularly, including chairing the meeting and minute taking on a rota basis. To work in a flexible manner and be organised to meet efficiency metrics and deadlines.
To develop extensive knowledge of, and comply at all times with the EU and UK Legislation for clinical trial conduct, RM Trust Level SOPs and local ICR procedures. Also providing troubleshooting/problem solving approach to issues
To assist with the preparation of research papers as requested, and/or the collection of data required for publication/presentation of materials
To adhere to the regulatory rules and safety regulations of the Institute of Cancer Research and Royal Marsden Hospital
Any other duties that may be required which are consistent with the nature and Grade of the post
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 developments

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Person specification

Education and Knowledge

Educated to degree level in life sciences (or equivalent) or nursing	Essential
Comprehensive working knowledge of The Data Protection Act (DPA) and General Data Protection Regulation 2018 (GDPR).	Essential
A thorough understanding of the clinical trial process	Essential

Experience

Proven experience of working on oncology or radiotherapy clinical trials or experience of oncology data management	Essential
Proven experience of working on multiple studies, study sponsors, CROs and CRAs	Desirable
Experience of working in accordance with ICH-GCP regulatory standards for the conduct of clinical trials and UK Research Governance	Essential
Experience of working at an Investigator Site	Desirable
Demonstrable experience of mentoring and line management	Desirable

Skills

Excellent planning skills, ability to prioritise effectively	Essential
Excellent ability to manage trial logistics and variety of tasks at any given time	Essential
Effective verbal and written communication skills	Essential
A methodical approach and attention to detail	Essential
Highly organised, ability to adapt to a dynamic clinical environment	Essential
Excellent interpersonal skills and team-working skills	Essential
Excellent IT skills, proficient with the use of MS Office applications	Essential

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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

You may contact Navita Somaiah or Lone Gothard for further information by emailing navita.somaiah@icr.ac.uk or lone.gothard@icr.ac.uk respectively. 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.