ICR The Institute of Cancer Research

Clinical Trial Assistant
Candidate Information

The Institute of Cancer Research

About our organisation

The ICR is one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. The scientists at the ICR have contributed to identifying several cancer genes, discovered multiple practice changing cancer drugs and have developed precision therapies. Together with our hospital partner The Royal Marsden (RM), we are rated in the top four centres for cancer research and treatment worldwide.

The ICR was ranked first in the UK for its research in biological sciences in a combined assessment of research quality, impact and environment; and overall, second in the UK among all higher Education institutions in REF 2021 analysis.

As an academic institute, ICR is a college of the University of London and has a charitable status. The institute operates with funding support from grants, partner organisations, charities, donors, industry partners and the general public. The ICR has more than 1,000 staff, researchers and students across three sites – in Chelsea and Sutton.

Drug Development Unit – Investigator Initiated Trials team

The Drug Development Unit, led by Professor Johann de Bono aims to seamlessly integrate preclinical drug discovery, proof-of-principle phase I trials and tumour-specific evaluation of novel agents. It is a conduit for the two-way communication between laboratory and clinical teams, that is so essential for successful modern drug development.

The unit conducts first-in-man phase I trials involving a range of targets, including growth factor or intracellular signalling, angiogenesis, apoptosis, epigenetics and DNA repair. All trials are underpinned by extensive analysis of biomarkers, both predictive & pharmacodynamics.

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The DDU includes The Oak Foundation Drug Development Centre (Oak Ward) housed within The Royal Marsden at the Sutton site and specifically designed for phase I clinical trials. Opened in February 2005, the centre provides 10 inpatient beds, five treatment chairs and two outpatient suites, and allows researchers to enter almost 300 patients onto phase I trials each year. This makes the unit one of the largest of its kind in the world.

The DDU also has a portfolio of investigator-initiated phase 1 trials of novel targeted agents and combinations of these, including those made available via Cancer Research-UK's (CRUK) Experimental Cancer Medicine Centres (ECMC) Combinations Alliance.

A dedicated team within the DDU centrally manages these studies. The Investigator Initiated Trails (IIT) team perform those functions associated with sponsoring early phase trials including project management, monitoring, pharmacovigilance, database development and central data review.

The successful applicant will be responsible for monitoring allocated Phase I clinical trials to ensure compliance with GCP and the UK Clinical Trials legislation.

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:	Drug Development Unit (IIT Team) / Clinical Studies (De Bono)
Pay grade / staff group:	Professional Services 7 (Work Placement) (London Living Wage)
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract for 1 year
Reports to:	Senior Clinical Data Scientist
Main purpose of the job:	Assist with trial related activities including monitoring and administrative support

Duties and responsibilities:

Trial Oversight & Monitoring

Assist the Clinical Trial Manager and Clinical Research Associate to prepare for and perform site initiation visits or remote meetings to ensure that the Principal Investigator and other site personnel understand their responsibilities to the clinical trial and fully understand the trial protocol identifying and assessing the suitability of facilities to be used as the clinical trial site.

Assist the Clinical Trial Manager and Clinical Research Associate to prepare for and perform site close out visits or remote site close out, including:

- Verifying that all necessary study documents are present in the STMF and TMF as applicable.
- Ensuring that the Investigational Product is returned or destroyed and that this is recorded on final accountability logs.

Assist the Clinical Trial Manager with meeting minutes and attend Investigator and study meetings to ensure the team have trial oversight.

Assist the Clinical Data Analyst to perform regular data reviews (central monitoring) and manage queries in the Clinical Data Management System (MACRO).

Assist the Clinical Research Associate perform regular remote monitoring sessions or monitoring visits to participating sites including:

- Preparing documentation and liaising with the site prior to each on-site monitoring visit or remote monitoring session.
- Perform on-site monitoring visits/remote monitoring sessions in accordance within the trial-monitoring plan. This will include Source Data Verification (SDV) to confirm patient eligibility and accuracy of reported data, review of Investigator and Pharmacy Site Files to ensure current, approved trial documentation is in use at site and verifying the appropriate storage, handling, accounting, dispensing and disposal of IMP, as applicable.
- Review consent process for each subject (Informed Consent Form and source documentation).
- Preparing written monitoring reports to document findings from on-site monitoring visits.

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- Identifying any areas of concern following each on-site monitoring visit or remote monitoring session and recommending corrective action.
- Liaise with site staff appropriately to resolve and close queries raised during on-site monitoring visits.
- Escalating significant deviations from the protocol, GCP or regulatory requirements and reporting as required by SOPs and regulatory requirements.

Administrative

Distribute trial supplies.
Assist the Clinical Trials Manager with the management of site-specific essential documentation (informed consent forms, case report forms, lab manuals etc.).
Assist in preparation and/or maintain up to date trial related documentation such as Trial Master and Site Investigator Files. Assist in the preparation of reports and presentations for meetings.
Contribute to the preparation of abstracts, posters and manuscripts.
Any other duties as may be required which are consistent with the nature and grade of the post.

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 reflects 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

Placement for a medical, life science, nursing or pharmacy equivalent degree undergraduate as of September 2025	Essential

Skills

Skills

Be motivated and be able to work independently	Essential
Excellent attention to detail	Essential
Well organised, systematic approach towards work	Essential
Ability to develop effective working relationships with staff at all levels	Essential
Good logistical and planning skills, ability to prioritise effectively	Essential
Excellent verbal and written communication skills	Essential
Good IT skills, proficient with the use of MS Office applications	Essential

Experience

Experience of organising own workload	Desirable
Administrative or clerical experience or experience in maintaining efficient filing systems	Desirable

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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 Mona Parmar for further information by emailing DDU.IIT@icr.ac.uk.

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