

# Director of Estates and Facilities

## Candidate Information



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December 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.

Our estate comprises specialist laboratories, offices, teaching spaces and animal facilities. We are committed to excellence, safety, sustainability, inclusivity, and enabling world-class science through high-performing infrastructure and services.

#### The Estates and Facilities Directorate

The Directorate comprises the following professional services functions (57 staff):

Building & Maintenance	9
Planning & Development	7
Site Management and Facilities	29
Sustainability, Health and Safety (SHS)	12

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:	Estates and Facilities Directorate, Professional Services Division
Pay grade / staff group:	Senior Staff Remuneration
Hours / duration:	Full time (35 hours per week), Monday to Friday.
Location:	Work across all ICR sites in Chelsea and Sutton
Reports to:	Chief Financial Officer
Accountable to:	Chief Financial Officer
Directly responsible for:	Head of Facilities and Laboratory Services Deputy Director of Estates Head of Sustainability Estates and Facilities Programme Co-ordinator
Main purpose of the job:	Provide strategic leadership and operational oversight for the full estates and facilities lifecycle so that the institute’s research mission is enabled by safe, resilient, cost-effective, and future-ready environments and services - enabling world-class science through high-performing infrastructure and services.

### Duties and responsibilities:

#### Leadership

To be part of the senior leadership team of ICR:

1. Recruit, develop and motivate the Estates Services, Facilities Services and SHS teams to ensure the objectives of the directorate and The ICR are achieved and effective delivery of services takes place.
2. Lead the development of departmental goals, objectives and systems and establish departmental measurements that support the accomplishment of The ICR’s strategic goals.
3. Develop open and productive relationships with executive and senior management colleagues, participating fully in the corporate management of The ICR, delivering operational solutions from FM, estates and Health and Safety.
4. Develop strong working relationships with senior research colleagues within The ICR to promote and facilitate safe working environments and delivery of operational solutions to enable effective delivery of science and research.

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5. Lead and manage senior direct reports to ensure that they are able to act effectively and with integrity.
6. Play a key role in articulating, embedding and monitoring the ICR's vision, values and behaviours throughout the organisation and support the shaping of The ICR as a world class research organisation and higher education institute.
7. Maintain excellent working relationships with key collaborators, stakeholders and professional advisers including research institutes, universities, local Council senior staff and Board members and in particular, with the Royal Marsden.

### Strategy and Planning

1. Lead the development and implementation of strategies, operating plans and budgets for each of the functional areas that reflect the ICR's strategic plan including Estate Management and Property Services, Facilities Services, HSEQ and Business Continuity.
2. Own the Estates Framework Plan (Masterplan) and Workplace Strategy to maximise the effective use of ICR's estate.
3. Working with fellow Directors, contribute to the development and delivery of corporate and directorate strategies.
4. Lead the delivery of large-scale strategic projects in terms of building and refurbishments, working closely with research to ensure the greatest value and efficiency is gained from space across The ICR estate.
5. Provide professional estate management and property services advice to the ICR in relation to the development of the London Cancer Hub so that maximum benefit is achieved for the organisation and investment risks are minimised and mitigated. Work with the CFO and director colleagues to ensure that effective partnerships are developed and sustained with stakeholders to realise the ambition of the programme to create a world leading life sciences campus.
6. Lead the Sustainability Strategy and delivery roadmap (Scopes 1–3).

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### Operational Duties

1. Lead the delivery of directorate and operational business plans to ensure services are delivered to time, budget and build quality performance, implementing the processes of continuous improvement, and maintain compliant and auditable processes across the portfolio.
2. Ensure effective systems are in place for monitoring performance against plans and budgets, ensuring remedial action is taken where necessary and the Chief Financial Officer informed of any significant changes.
3. Oversee the management of relationships with external providers of operational services to ensure effectiveness, value and quality of services.
4. Ensure effective business continuity planning and procedures are in place.
5. Sponsor and oversee major capital projects (new build, refurbishment, adaptation) from feasibility to handover. Manage cost, programme, quality, and change control; chair design reviews; ensure commissioning, validation, and soft landings. Lead engagement with planners, building control, landlords, and neighbours.
4. Manage and support the development of new concepts, technologies, services, processes or products to address future requirements, ensuring effectiveness and efficiency and value for money remain of key importance.
5. Have lead responsibility for managing the Estates Agreement of the Joint Working Agreement with the Royal Marsden Hospital. Ensure compliance with the space-sharing and cross-charging arrangements to manage and operate the buildings and land owned by each party.
6. Manage all areas of responsibility, ensuring compliance with all applicable legal and regulatory requirements and industry best practice.
7. Ensure the ICR complies with its Prevent duties.

### 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
To work in accordance with the ICR's Values.

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As a senior member of the Professional Services Leadership Team collectively be responsible for the delivery of ICR's operational strategy, and providing leadership across the Professional Service functions to motivate and drive progress.
To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.
To take personal responsibility for promoting an inclusive working environment where diversity is valued and there is zero tolerance of any aspect of discrimination.
Comply with the ICR's Standing Financial Instructions and ensure good governance, effective internal controls, management of risk and achievement of value for money across all areas of responsibility.
Any other duties that are consistent with the nature and grade of the post that may be required.

### Memberships of

The ICR's Management Committee, and strategic lead for Estates, Facilities, HSEQ and Business Continuity.
The Investments and Building Development Committee (a non-executive sub-committee of the Board of Trustees) – in attendance.
The ICR's Business Continuity Gold Team ensuring effective plans are in place across the organisation and in areas under own responsibility.
The Institute Health, Safety and Environment Committee.
Chair the Business Continuity Annual Business Impact Analysis Review
Chair the Sustainability Advisory Group
Chair the London Cancer Hub Steering Group
Chair the Planning and Infrastructure Sub-Committee
Chair the Strategic Space Management Committee
The London Cancer Hub Trustees Sub Group

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## Person specification

### Education and Knowledge

Educated to Degree Level or Equivalent	Essential
Full member of an appropriate professional body e.g. RICS, CIOB, BIFM	Essential
Evidence of Continuing Professional Development	Essential
An in-depth understanding of the environment in which the ICR operates.	Essential
Postgraduate qualification in management i.e. MBA	Desirable
Fellow of the relevant professional body	Desirable

### Skills

Skilled at both the strategic and operational levels relating to both the “big picture” and the detail.	Essential
Excellent leadership and interpersonal skills	Essential
Ability to build effective teams that deliver high standards, collaborative working and integrated solutions to complex and challenging problems	Essential
Ability to contribute as a senior leader in the organisation to the corporate agenda and fulfilment of the ICR’s objectives.	Essential
Good influencing skills, with the ability to communicate with impact and be able to convince through personal credibility	Essential
Experience of leadership and influencing of others as a member of the Leadership Board.	Essential
Ability to interpret and explain complex information with clarity and confidence supported by excellent listening and influencing skills.	Essential
Highly developed oral, written, presentation and negotiation skills, with the ability to develop, communicate and gain ownership for a clear vision and direction	Essential

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### Experience

Senior leadership in estates/facilities within complex, safety-critical environments (e.g., research institutes, universities, healthcare, pharma/biotech), including <ul style="list-style-type: none"><li>- Track record in compliance, risk management, and business continuity.</li><li>- Budget ownership (£10m+ Opex and/or multi-million Capex) and commercial acumen.</li><li>- Experience leading multi-disciplinary in-house and outsourced teams; effective vendor performance management.</li><li>- Deep understanding of lab infrastructure.</li></ul>	Essential
Proven delivery of large capital programmes and operational estates portfolios.	Essential
Substantial experience in managing people, resources and budget, including financial recovery	Essential
Extensive experience of developing, influencing and maintaining excellent customer relationships	Essential
Extensive experience of project management	Essential
Experience of producing and presenting information at Board level and providing information that is both comprehensive and comprehensible to a non-executive Board	Essential



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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.

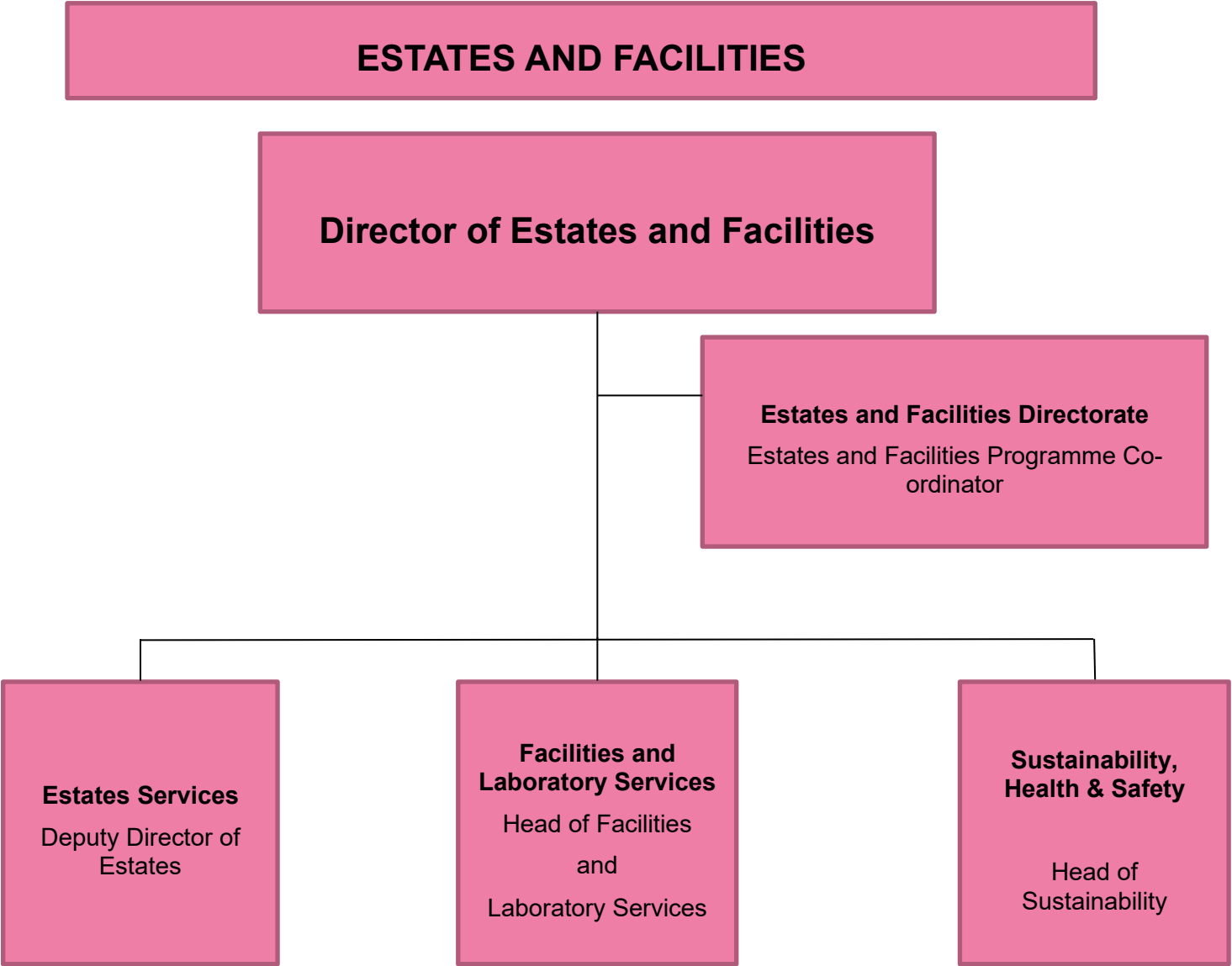
The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

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.

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