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# Executive Assistant Candidate Information

24 June 2024

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## 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 top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

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.

### Drug Development Unit

The Drug Development Unit, within the ICR and Royal Marsden, is a dedicated Clinical Trials Unit, with bespoke facilities to conduct early phase clinical trials.

The Unit, led by Regius Professor Johann de Bono, comprises of clinicians, scientists, and study management staff, and focuses on providing a seamless conduit between pre-clinical drug discovery, proof of principle Phase-1 clinical trials and tumour specific evaluation of novel agents. The Unit undertakes both industry-sponsored and investigator-initiated trials of new anti-cancer drugs. The Unit is rapidly expanding and provides an excellent opportunity for the post holder to develop a variety of skillsets.

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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.

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## Candidate Information

### Job description

<b>Department / division:</b>	Clinical Studies/Drug Development Unit
<b>Pay grade / staff group:</b>	Professional Services Grade 4
<b>Hours / duration:</b>	Full time (35 hours per week), Monday to Friday.
<b>Reports to:</b>	Regius Professor de Bono, Head of Division
<b>Main purpose of the job:</b>	

To provide highly efficient, proactive and comprehensive executive assistant support to aid the Head of Division in achieving their strategic and business objectives, successfully prioritising and balancing the varying demands of their specific workloads.

The post holder is required to work effectively and efficiently by developing, implementing and maintaining administrative systems and practices which enhance and support the operation of the Head of Division and the Drug Development Unit.

### Duties and responsibilities:

#### Diary and Correspondence management

Proactive management of the Head of Division's complex diary so that their time is used effectively, aligns with confirmed priorities and incorporates new urgent issues.

Full and effective management of the Head of Division's busy inbox and any designated team inbox (es), regularly reviewing commitments with the Head of Division and proactively prioritising these to enable forward planning.

Organise the Head of Division's workload, ensuring that they are apprised of upcoming deadlines in adequate time to ensure work is completed and reviewed. Use discretion to identify priorities and issues and proactively seek briefing and further information on these as required.

Act as first point of contact and ambassador for the Head of Division and proactively manage and filter correspondence and enquiries to prioritise or redirect to others as appropriate.

Use discretion to respond to senior colleagues/ stakeholders on behalf of the Head of Division where appropriate.

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Respond to correspondence within delegated areas of responsibility or draft correspondence for the Head of Division where their review and/or approval are necessary.

Support the Head of Division to monitor progress on delegated work through reviewing action points from meetings and regular reports. When necessary use persuasion and influence to negotiate outcomes and deadlines so that projects are completed in a timely fashion. Where necessary, take appropriate steps to progress actions assigned to their manager, on the manager's behalf.

### Administrative and Finance Support

Lead responsibility for team administration which may include annual leave and sickness absence monitoring, finance and HR reports, HSE tasks, minute taking, maintaining filing systems, following up on actions, archiving documents, processing invoices, expenses claims, organising team meetings / away days, contracts with Business Enterprise for external speaking commitments, participation in Advisory Board or other meetings and other office duties as required.

Budget and expenditure oversight/ management and approval of designated budgets, process compliance, attend finance review meetings, setting of local processes.

Responsible for Grant management activities.

Secretarial support towards the preparation and submission of :

- a. Scientific Manuscripts
- b. Grant applications
- c. Abstracts and Book Chapters
- d. Annual reports.

Liaise with publishers and authors on behalf of Head of Division.

Assist in the administrative management of complex national and international grants awarded to the group.

Ensure that all published manuscripts are verified and entered on the ICR Symplectic database, and that all publications are lodged with the ICR publication repository and updated on the Division Head's CV.

Design, implement, maintain and improve administrative systems & practices and to ensure the smooth running of the Drug Development Unit/Clinical Studies Division.

Issue or draft a range of accurate and high quality formal correspondence on behalf of the Head of Division as appropriate, including updating manager's CV and publications to internal databases, producing PowerPoint presentations, organising seminars, etc.

Proactively see projects through from start to finish managing time and tasks effectively.

### HR and Recruitment Support

Support the recruitment of staff within the Team, including funding authorisation, finalising JD/person spec, advert, managing e-recruitment, interviews, etc. liaising with the Recruitment Team as necessary.

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Support the Head of Division with administration relating to the team, e.g. performance management reviews, regular 1:1s and any other meetings, seeking appropriate assistance from Human Resources where appropriate.

Coordinate new staff induction.

### Servicing Meetings

Proactively plan and prepare for meetings, including pre-empting meeting needs such as travel, paperwork, briefings, room bookings, videoconferencing and catering.

Take meeting notes and minutes when required, circulating these in a timely manner and ensuring proactive follow up on key actions, milestones and priorities.

### Travel Arrangements

Fully manage and arrange complex international and domestic travel arrangements and prepare detailed itineraries, liaising with travel suppliers, external contacts and other stakeholders as required, presenting the Head of Division with best possible and most cost effective solutions.

### 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.

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.

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

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

#### Skills

Professional and non-judgemental manner and discreet approach to dealing with confidential matters.	Essential
Excellent organisational skills with the ability to deal with a high workload	Essential
Advanced literacy, numeracy and analytical ability	Essential
Effective line management skills with the ability to motivate, influence, challenge, and coach others	Essential
Advanced verbal and written communication skills	Essential
Sound level of computer literacy and knowledge of office technology and systems	Essential
Excellent interpersonal skills with the ability to work collaboratively with people from all backgrounds and organisational levels	Essential
Diplomatic and tactful with excellent dispute resolution and influencing skills	Essential
Advanced organisational and problem-solving 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 work under high pressure and remain calm with the diary rapidly changing on a regular basis	Essential
Budget monitoring experience	Desirable

#### Experience

Experience of working in the Scientific and/or Higher Education and/or charity sector	Desirable
Experience of providing EA or PA support to senior level staff	Essential
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

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Line management experience	Desirable
Experience of developing, implementing and maintaining offices systems (electronic and manual)	Essential
Project management experience	Desirable

### 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) if required	Essential
Interest in cancer research	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 Nela Al-Khafaji for further information by emailing [nela.alkhafaji@icr.ac.uk](mailto:nela.alkhafaji@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.