



Scientific Project Manager Candidate Information

Date: March 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 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.

Translational Genetics Teams, Division of Genetics and Epidemiology

The post will be situated in the Translational Genetics team (team lead: Prof Clare Turnbull), which consists of both clinically-focused translational research and analytical/bioinformatics research.

Professor Turnbull leads on three large Cancer Research UK grants, BRCA-DIRECT (<https://www.brca-direct.org/>), CanGene-CanVar (<http://cangene-canvaruk.org/>) and CG-MAVE, as well as undertaking a range of clinically-focused translational research work on susceptibility, somatic and functional cancer genomics.

The Division of Genetics and Epidemiology is led by Prof Richard Houlston, FRS. The Division is internationally renowned for its pioneering work in understanding the underlying genetic causes of cancer risk. High-quality laboratory, epidemiological and clinical research within the division is driven by energetic, innovative leadership and complemented by participation in national and international

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research consortiums, clinical collaborations and technological partnerships.

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:	Translational Genetics Team, Division of Genetics and Epidemiology
Pay grade / staff group:	Research Management 2
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract until 31 March 2026 in the first instance.
Reports to:	Bethany Torr, Scientific Programme Manager
Accountable to:	Prof Clare Turnbull, Team lead
Main purpose of the job:	To oversee the implementation, running, and evaluation of a new NHS England Cancer Programme funded project, working collaboratively with the Royal Marsden NHS Foundation Trust and other partners to deliver retrospective genetic testing to people historically diagnosed with breast and/or ovarian cancer.

Duties and responsibilities:

We are seeking an individual with excellent attention-to-detail and organisational skills to project manage the setup and delivery of a new programme, aiming to identify and offer germline genetic testing to people historically diagnosed with breast and/or ovarian cancer. This role will involve working closely with colleagues from the Royal Marsden NHS Foundation Trust, as well as programme funders (NHS England) and other delivery group partners. This position would suit someone with demonstrable experience in programme administration/management, with a particular interest in cancer genetics research and transformational programmes involving delivery of patient care in the NHS.

Project Management

In the BRCA-DIRECT research study we developed and trialled within two NHS oncology centres, a digital pathway (supported by access to a Genetic Counsellor telephone hotline) to facilitate more rapid, high throughput, patient-centred access to genetic testing for breast cancer patients.

The study closed in January 2023 and the team are now involved in two real-world transformational projects funded by the NHS England Cancer Programme, utilising and evaluating a BRCA-DIRECT-like pathway for delivery of genetic testing: (i) The Jewish Community's NHS BRCA-testing Programme and (ii) NHS Cancer Programme/SBRI Healthcare Innovation award in which the original BRCA-DIRECT study is expanding to offer testing to all breast cancer patients across the North Thames, London, region.

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Following the success of these programmes, a new pilot programme is being established which will involve utilising nationally collected data from NHS laboratories collected and held the NHS England Cancer Registry (CanGene-CanVar work package 1) to identify people historically diagnosed with breast and/or ovarian cancer, who have not previously had NHS genetic testing, but would be eligible based on current national genomic test directory criteria.

This new programme will involve working with the national delivery partners, alongside the Clinical Genetics [Consultants/Consultants](#), genetic nurse/counsellors and administrative staff within the Translational Genetics team (ICR)/Cancer Genetics Unit (Royal Marsden NHS Foundation Trust), to establish and deliver the programme and ensure relevant data is collected for purposes of evaluation.

Specific responsibilities will include:

- Provide liaison with representatives from partner and stakeholder bodies including but not limited to NHS England Cancer Registry, NHS England Cancer Programme, Royal Marsden NHS Foundation Trust, and the North Thames Genomics Medicine Service Alliance
- Establish processes for operational delivery of the programme, including preparation of SOPs and overseeing procurement as necessary.
- Collaborate with internal and external stakeholders to produce materials for use within the programme.
- Manage engagement with patient and public involvement volunteers and coordinate relevant meetings and input to the programme.
- Provide project management to advance activities around data permissions, data transfer and data security.
- Manage applications relating to governance and data security, including preparing and ensuring sign off of data protection impact assessments
- Produce sensitive and mature written communication for stakeholder organisations
- Oversee delivery of milestones relevant to our organisation and involvement in the project.
- Coordinate logistics across partner organisations as required.
- Manage programme finances and internal and external financial reporting
- Present orally regarding the programme progression to internal and external stakeholder audiences
- Prepare written outputs for internal circulation and external publication including
- Line-management of research admin/assistant

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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 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

Minimum of bachelor's degree in relevant scientific subject	E
Previous experience in project management or administration of transformational/research programmes	E
Project management qualification	D

Experience

Experience in management of complex healthcare systems eg research programs, programs of clinical transformation, NHS diagnostic lab systems	E
Experience in coordination of activities within a team	E
Experience in interactions with senior clinicians/researchers	E
Experience in grant management and financial reporting	E
Experience in management of health data research	D
Experience in interactions with national public sector bodies	D
Experience in Cancer Genetics Research	D
Experience in NHS implementation	D
Experience in software development	D
Experience in website design/content management	D

Skills

Use of software packages for basic data analysis	E
Use of software packages for basic image generation	E
Excellent organizational skills and general attention to detail	E
Excellent written communication skills	E
Excellent verbal communication skills	E
Interest in cancer research and/or genetics	E
Interest in clinical transformation	E
Ability to maintain confidentiality and handle sensitive data	E
Ability to work independently and problem solve	E

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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 Beth Torr for further information by emailing Beth.Torr@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.