



Research Administrator Candidate Information

April 2026

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. 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 are consistently in the top performing universities in the league table of university research quality compiled from the Research Excellence Framework (REF 2014 & 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.

The Clinical Trials and Statistics Unit (ICR-CTSU)

Under the Directorship of Professor Emma Hall, the ICR-CTSU is an internationally recognised, methodologist-led academic clinical trials unit (CTU), with over 30 years' experience in the design, conduct and analysis of cancer clinical trials. ICR-CTSU receives programmatic core funding from Cancer Research UK and is a UK Clinical Research Collaborative Registered CTU.

ICR-CTSU translates cutting-edge science into quality clinical trials that can transform cancer care, by:

- Leading patient-centred trials of smarter, kinder therapies that treat cancer more precisely
- Transforming how we design and conduct trials with innovations in trial methodology
- Learning as much as we can with integrated translational research and data science
- Championing purposeful and inclusive patient and public involvement
- Embedding research to improve the sustainability of our trials
- Supporting interdisciplinary training to empower the next generation of trialists

Research Administrator

Candidate Information

ICR-CTSU is a key part of the ICR/Royal Marsden Centre for Trials and Population Data Science. The Centre brings together expertise across the two institutions to advance methods-based and methodologist-led research to improve cancer research outcomes and quality.

ICR-CTSU's portfolio of national and international trials covers a wide range of disease sites from common cancers (e.g. breast, prostate, lung) through to rarer malignancies (e.g. ovarian, testicular, penile). Our trials cover the full spectrum of trial phases, from early stage evaluation to large confirmatory trials. Our expertise in intervention assessment includes novel targeted drugs and immunotherapy, hormonal therapies and chemotherapy, radiotherapy (including advanced targeted technologies), drug-drug and drug-radiotherapy combinations, imaging technologies and diagnostics/companion diagnostics. Our cross-cutting Integrative Genomic Analysis team facilitates interrogation of the wealth of emerging trial data to further understand mechanisms of action and markers of treatment sensitivity or resistance and to translate novel diagnostic, prognostic and therapeutic strategies into clinically relevant biomarker-driven trial designs.

Recent publications highlighting the breadth and impact of our portfolio include:

- PACE: radiotherapy in five larger daily doses is as good as the standard 4-week therapy for patients with low/favourable intermediate risk prostate cancer ([New Engl J Med 2024](#)); the most recent of our long-standing portfolio of phase III radiotherapy trials to report practice changing results.
- plasmaMATCH: pioneering evidence to support the use of liquid biopsy ctDNA mutation detection to inform targeted treatment selection for breast cancer patients thus avoiding the need for invasive tumour biopsies ([Lancet Oncol 2020](#)).
- POUT: adjuvant chemotherapy improves outcomes for patients with upper tract urothelial cancer ([J Clin Oncol 2024](#))
- NICAM: a phase II study demonstrating activity of nilotinib in a rare form of melanoma with a mutation in the *KIT* gene ([Cell Rep Med 2024](#)).

Our methodology work includes the [DEFINE study](#) - SPIRIT and CONSORT extensions for early phase dose-finding trials – to enhance transparency and reproducibility for trial protocols and reports ([BMJ 2023](#); [BMJ 2023](#)), a review of clinical trial designs for evaluating and exploiting cancer evolution ([Canc Treat Rev 2023](#)) and use of routine collected data as an alternative to hospital based follow-up ([Trials 2025](#)).

We are a multi-disciplinary CTU, with more than 90 staff including statisticians/methodologists, clinical trial programme management, trial management, data management, research IT programming and administrative support staff. We are based at ICR's Sutton site.

We have over 75 multi-centre trials in set up, open to recruitment, or in active or long-term follow-up. Our senior management team hold leadership roles shaping clinical research at the local, national and international level.

Further information is available at:

ICR www.icr.ac.uk | Facebook www.facebook.com/theinstituteofcancerresearch

ICR-CTSU www.icr.ac.uk/research-and-discoveries/centres-and-strategic-collaborations/clinical-trials-and-statistics-unit-icr-ctsu | Bluesky [@icr-ctsu.bsky.social](https://bsky.app/profile/icr-ctsu.bsky.social)

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

Job Description

Department / division: Clinical Trials and Statistics Unit (ICR-CTSU),
Division of Clinical Studies

Pay grade / staff group: Professional Services 6

Hours / duration: Full time (35 hours per week), Monday to Friday. Part time working to a minimum of 60% FTE will be considered. Fixed term contract for 12 months in the first instance.

Reports to: Research Administration Manager

Role Summary:

Supporting the Research Administration Managers in the efficient running of the Unit, this is a key departmental role liaising with the research admin team, HR, Procurement, Faculty and trial teams. Responsibilities include:

- general office administration
- ensuring recruitment admin runs smoothly
- arranging training and tracking compliance
- setting up and maintaining robust filing systems and records in accordance with regulatory requirements for clinical trials
- supporting the maintenance of quality management systems.

This post is also expected to provide ad hoc administrative support to other members of the trials team.

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

Duties and responsibilities

Departmental Administration

Responsible, as part of a team, for the smooth running of the departmental offices.

Be the first point of contact for a wide range of enquiries and monitor the departmental email inbox, responding to or forwarding emails as appropriate.

Maintain and provide support for office equipment, including the photocopier, liaising with the Procurement Team as required.

Maintain departmental records, including training and conference attendance, protocol numbers, telephone lists, photo wall, mailboxes, etc.

Responsible for ordering office equipment, stationery and laptops as required and ongoing asset management.

Management of licences within the department.

Update ICR-CTSU's intranet and extranet web pages on a regular basis in accordance with local procedures, contributing to new developments and departmental BlueSky feed as required.

Place work orders for staff through ICR systems.

Organisation of internal training sessions in liaison with the departmental training lead.

Ensure all staff within CTSU have completed and maintain their GCP training.

Track training request approvals.

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

Human Resources

Under the direction of the Research Administration Managers, liaise with senior staff and the ICR HR Department to facilitate recruitment, including preparing job descriptions, adverts and shortlisting packs, arranging interviews and keeping records of the recruitment and interview process
Organise the onboarding of new staff, preparing individual training schedules and setting up confidential staff files
Prepare professional development portfolios (PDPs) for new staff and copy PDPs of staff leaving the Unit.
Support staff as needed to maintain their annual leave records.
Act as the central point of contact for sickness absence and ensure correct recording in the ICR absence system.
Administer the honorary contract process for RMH and ICR hosted staff, ensuring all required documentation is completed, approvals are obtained, and records are maintained in line with organisational policies and data protection requirements.
Complete designated components of process for staff leaving the department.

Finance

Assisting and delivering multiple aspects of ICR-CTSU requisitions, including: placing purchase orders, goods receipting, authoring invoices within approval limits.
Review, process and file expenses for approval by the Research Administration Manager, liaising with the Purchasing Department as necessary.
Assist in the purchase of items with the departmental credit card
Provide support in the preparation of costs for grant applications to funders.

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

Systems and Quality Assurance (QA)

Set up and maintain efficient filing systems and records for ICR-CTSU.
Provide support as and when requested for the Contracts Research Administrator and Executive Assistant.
Support the administration of the quality management database.

Other Duties

Provide administrative support for the preparation of grant applications.
Provide support for meetings both on and off site (travel off site is very occasional).
Responsible for keeping records of ICR-CTSU publications, including entering them into EndNote and online databases and updating Faculty publication lists in a timely manner and in compliance with ICR policy.
Maintain CVs, PDPs etc for Faculty Staff.
Provide administrative support to trials on an ad hoc basis.
Provide administrative support to the Operations Director/ Deputy Directors as and when required.
Work collaboratively as part of the ICR-CTSU administrative team and provide cover for other members of the team as required (including sickness and holiday cover).
Maintain confidentiality at all times.

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.
Organise own day-to-day work to meet clear objectives as directed by line manager.
To work in accordance with the ICR's Values

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

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 developments

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

Person specification

Education and knowledge

Educated to GCSE level or equivalent including English and Maths	Essential
Educated to 'A' level or equivalent	Essential

Skills and qualities

Proven ability to work accurately with attention to detail, i.e. accuracy in purchasing/expenses and record keeping.	Essential
Good layout and presentation skills	Essential
A high degree of numeracy and literacy	Essential
Good written and oral communication skills	Essential
High level of computer literacy	Essential
Proven ability to use Microsoft Office packages (Word, Excel) to an advanced level	Essential
Confident communicating with stakeholders at all levels	Essential
An enquiring mind, in order to gain an in depth understanding of tasks performed, the legal framework in which they are undertaken, and the rationale for them	Essential
Problem-solving skills	Essential
Ability to work independently and as part of a team	Essential
Ability to adhere to written procedures	Essential
Ability to adapt and learn new software and tasks as required.	Essential
An interest in cancer research	Essential
MS PowerPoint skills	Desirable
An understanding of the concept of randomised clinical trials	Desirable

Experience

Administrative experience including organising meetings, drafting correspondence, and creating and maintaining efficient electronic and paper filing systems	Essential
Experience of using electronic systems for recording and managing information	Essential
Experience of organising and prioritising own workload	Essential
Experience of working on several projects simultaneously	Essential
Experience of working to agreed deadlines	Essential
Experience of working in an academic research environment	Desirable

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

Experience of working with confidential information	Desirable
Administrative experience gained in a clinical trials or research active environment within the public sector or health field	Desirable

General

Flexible and adaptable approach to managing workload	Essential
Ability to project a positive and professional image of the ICR-CTSU to both ICR and external collaborators	Essential
Ability to maintain adherence to written procedures and clinical and regulatory standards applicable to ICR-CTSU clinical trials	Essential

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

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

Research Administrator

Clinical Trials and Statistics Unit

Candidate Information

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. All positions at ICR-CTSU are eligible for discretionary hybrid working. 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

For general queries about the recruitment process, please contact ICR-CTSU, email: ctsu@icr.ac.uk.

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