ICR The Institute of Cancer Research

Lab GCP Officer

Candidate Information

July 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.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Drug Development Unit

The Drug Development, within the Institute of Cancer Research and the Royal Marsden, is one of the leading Phase I Clinical Trials Units in the world. The Unit, led by Professor Johann de Bono and Professor Udai Banerji, delivering both academic and industry sponsored first in human and early phase Oncology clinical trials. The Unit comprises of ~140 staff members including Clinicians, Research Nurses, Scientists and Administrative support staff. We run ~50-60 clinical trials at any given time and care for ~800 patients per year.

The main aim of the Unit is to fast track the development of anti-cancer drugs, designed and synthesised in ICR or developed by CRUK or developed by industry collaborators, to maximise their potential towards the care of cancer patients. The Unit was involved in development of several practice changing cancer drugs, including Abiraterone and Olaparib. The Unit operates as a conduit, between laboratory research

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and clinical research that is fundamental to the modern drug development process.

The Unit, within ICR and RM, is one of the Experimental Cancer Medicine Centres in the UK, CRUK convergence science centre and Early Phase Drug Development Theme within NIHR Biomedical Research Centre. Unit has multiple academic and industry collaboration programmes both nationally and internationally, working together to serve out patients as quickly as possible.

The job role and requirement

The post holder will provide full support to maintain GCP compliance within the ICR laboratories (Cancer Biomarker Team, PK/PD Laboratories and DMPK labs), supporting Clinical trials run by the DDU and/or other Units where applicable.

The post holder will be initially trained and will be closely supervised. As the post holder becomes more experiences, he/she will be allocated independent and specific responsibilities within the GCP Regime.

The post holder will hold a university degree in a scientific discipline or similar qualification who possess strong interpersonal and communication skills. The successful candidate will be computer literate. Prior work experience in GCP compliance areas and/or research experience in the healthcare sector is desirable.

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 / Clinical Studies
Pay grade / staff group:	Research Management 1
Hours / duration:	Full time (35 hours per week), Monday to Friday – Onsite Office Based Maternity Leave Cover Fixed term contract for 1 year
Reports to:	DDU Lead GCP Compliance Manager
Accountable to:	Lab Senior GCP Officer Lab Senior GCP Compliance Manager Head of Operations, Division of Clinical Studies
Main purpose of the job:	To work alongside Lab Senior GCP Officer and Lab Senior GCP Compliance Manager to perform internal audits of the quality system to ensure compliance with GCP, internal SOPs and applicable regulations. To ensure laboratory teams are compliant with regulatory requirements and keep abreast with latest GCP updates. To be practical and pragmatic in implementing GCP in the laboratories and remain cognisant of clinical trial requirements and exploratory research requirements. To work alongside Clinical GCP team and complement GCP support across Clinical Trial Units.

Duties and responsibilities:

Laboratory GCP Compliance

Initially to work under supervision of the Lab Senior GCP Officer and the Lab Senior GCP Compliance Manager and assist with GCP compliance activities within the laboratories conducting clinical research activities and then working independently on a daily basis as an integral part of an extremely busy research department.
To learn and practice regulatory requirements governing the conduct of clinical research in the UK.

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To assist the Lab Senior GCP Officer and the Lab Senior GCP Compliance Manager to conduct internal systems audits to ensure compliance with GCP and internal SOPs.
To ensure all processes with translational research samples are in adherence to GCP, UK legislations and internal SOPs.
To support the team in the documentation of assay validation, analytical methodologies, reporting of results and resolution of discrepancies.
To provide support in maintaining laboratory study files and documentation for on-going trials.
To provide assistance in maintaining the archive for documentation generated during analytical studies.
To work in collaboration with laboratory team to ensure trial samples are managed appropriately and all processes are documented for audit purposes.
To work with laboratory managers to ensure the calibration status and qualification of laboratory equipment is maintained and equipment files are up-to-date.
To gain and maintain knowledge of oncology clinical trials and be aware of scope of laboratory work in line with these clinical trials.

Audits

To conduct the audit according to the Audit plan for the research laboratories.
To review and audit sample management and handling procedures and to write the audit report to be approved by the Lab Senior GCP Compliance Manager or the Lab Senior GCP Officer.
To ensure audit outcomes and findings are effectively communicated to and discussed with the team and appropriately documented. Follow up any corrective and preventative actions until resolved.
To review Audit findings, identify trends and suggest any corrective actions to staff.
To assist in executing individual elements of the Quality Assurance Programme (QAP).
To provide assistance towards SOP management.
To support the teams in preparing for any external Audits and / or regulatory inspections. To proactively work alongside the laboratory staff to ensure the teams are inspection ready.

Staff Trainings

To assist the Lab Senior GCP Officer and Lab Senior GCP Compliance Manager to ensure the GCP related trainings of all lab staff are up to date, captures the requirements relevant to each function and are filed in training folders.

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Internal and External Liaison

To liaise effectively and in timely manner with all staff involved in clinical research. These will include (but not limited to): Staff in the Drug Development to include Clinicians (Consultants and Research fellows), Research nurses, Study Managers, Data Managers, Lead GCP compliance manager and Biological Specimens Coordinators. Staff in the ICR laboratories Staff in the DDU Investigator Initiated Trials Teams Staff within the R&D GCP teams

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

BSc in Pharmacy / Drug Development / Drug Discovery / Analytical Chemistry / Biochemistry or related subjects	Essential
Experience of working in a laboratory	Essential
Knowledge of Good Clinical Practice and appropriate UK regulations	Essential
Knowledge of pharmacokinetics, pharmacodynamics and biomarker analysis	Desirable
Experience of working in clinical laboratories	Desirable
Experience of working in GCP or a GCP environment	Desirable

Skills

Knowledge of analytical processes in translational research	Essential
Working knowledge and understanding of GCP	Essential
Computer literacy in Microsoft Office suite	Essential
Excellent written and communication skills	Essential
Ability to adapt to changing work needs	Essential
Ability to work with teams from different disciplines	Essential
Ability to work to multiple deadlines	Essential
Work well with manager, colleagues and wider research community	Essential
Initiative and ability to think logically or laterally to resolve problems	Essential
Attention to details and Ability to maintain quality	Essential
Clinical trial compliance processes and development of SOPs	Desirable
Knowledge of analytical method development/validation	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. All staff receive an additional three days at Christmas.

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 Lydia Turner for further information by emailing ddu@icr.ac.uk

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