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# Head of Business Development - Academic Research and Service Contracts

## Candidate Information

February 2025

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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 second overall and top for biological sciences in the most recent Research Excellence Framework (REF 2021 (ref.ac.uk)) a measure of university research quality.

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.

#### Business & Innovation Office

The Business and Innovation Office provides expertise to the ICR in all aspects of intellectual property management and commercialisation as well as contractual and commercial aspects of interactions between our scientists and industry. You will be joining one of the most successful teams of its type in the UK. We are a busy team working on a wide variety of projects with many different academic and commercial partners.

This post will be based in Sutton but with the option of some flexible/remote working and travel to visit other ICR sites.

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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.



*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

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**Department / division:** Business & Innovation

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**Pay grade / staff group:** PS01

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**Hours / duration:** Part time (21 hours per week), Monday to Friday. Fixed term contract for 2 years

**This post is part of a job share with the other post-holder already in post.**

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**Reports to:** Director of Business & Innovation

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**Main purpose of the job:**

To manage and lead the Academic Research and Services Contracts team within the Business and Innovation Office and contribute to the ICR's objectives through the provision of a professional and efficient contracts service.

Manage and take responsibility (either directly or through their business team) for the drafting, review and negotiation of non-income bearing contracts such as CDAs, MTAs and academic collaboration agreements across all 8 research Divisions within ICR; for academic consulting; the commercialisation of reagents and services, the negotiation of grant funder terms and conditions; and the promotion of translational funding opportunities.

Be responsible for and drive to completion defined projects allocated by the Director of Business and Innovation.

To devise and implement metrics for monitoring the Academic Research and Services Contracts function.

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### Duties and responsibilities:

### Objectives of Post

To manage and take responsibility (either directly or through their business team) for the drafting, review and negotiation of non-income bearing contracts such as CDAs, MTAs and academic collaboration agreements across all 8 research Divisions within ICR; for academic consulting; the commercialisation of reagents and services, the negotiation of grant funder terms and conditions; and the promotion of translational funding opportunities.

To manage and lead the Academic Research and Services Contracts team within the Business and Innovation Office and contribute to the ICR's objectives through the provision of a professional and efficient contracts service.

To take responsibility for and drive to completion defined projects allocated by the Director of Business and Innovation.

To devise and implement metrics for monitoring the Academic Research and Services Contracts function.

To represent the ICR in negotiations with prospective partners and sponsors and at appropriate conferences.

To be a member of the Business and Innovation Office leadership team and contribute to the effective management of the Business team.

To deputise for the Director as needed.

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### Management Responsibilities

Leading the Academic Research and Services Contracts team including line-managing, motivating and developing staff members and ensuring satisfactory performance.
Efficiently manage staff in the Academic Research and Services Contracts team including providing support, mentoring and training, monitoring performance, carrying out appraisals and leading on recruitment.
Provide support for the development of members of the wider Business and Innovation team.
Liaising regularly with the Heads of Divisions (or their deputies) and other senior colleagues to understand their needs and priorities.
To work in partnership with academic and professional services colleagues, including setting and monitoring metrics for Academic Research and Services Contracts as appropriate.
Prioritising and allocating workloads within the Academic Research and Services Contracts Team to ensure timely completion of the work allocated to the team and delivery of an effective service.
Managing the relationship with external providers such as Law Firms and consultants.
Attending and contributing to strategic management and operational meetings.
Leading and promoting new initiatives within the Business and Innovation Office
Undertaking formal presentations within ICR and externally.
Developing strong links with academic partners, grant funders and other external bodies to further the ICR's mission.
Contributing to the development and maintenance of management information systems for contracts and other Business and Innovation Office information; the preparation of management reports, metrics and other management information for ICR, working with other staff and delegating tasks as necessary.

### Project Portfolio

Working in partnership with scientific colleagues at all levels in ICR and with the ICR's external stakeholders, legal advisors, partners and advisors:

Proactively identify where agreements are required to cover funding arrangements, academic collaborations, consultancy and transfers of materials, data or human tissue and work with scientists to put in place appropriate agreements in a timely manner.
Proactively identify where CDAs are required for potential discussions and ensure these are put in place in a timely manner.
Draft, review and lead negotiation of Academic Research and Services contracts working independently within agreed legal frameworks, making decision on contract frameworks, and ensuring obligations to external funders and collaborators are met.
Draft, review and lead negotiation of grant funding terms and conditions to maximise the benefit for the ICR.
Advise senior management on rights, obligations and constraints in academic research and services contracts and authorise them for signature in a timely manner.
Advise researchers of obligations relevant to them in contracts being executed and their implications.

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Review and develop new template agreements as required.
Identify where there is material and data that could have commercial potential or potential to be developed for patient benefit and working with colleagues in Business and Innovation devise the most effective route for commercialisation or further development.
Establish a database to record materials within the ICR to facilitate use by ICR staff and identify opportunities for commercialisation.
Ensure that intellectual property in academic collaborations and other enabling contracts is protected appropriately.
Lead and act as a subject expert on institutional consultancy support.
Work with scientific colleagues wishing to undertake academic consultancy to gain relevant permissions, set appropriate fees, put effective contracts in place and ensure income is collected and appropriately distributed.
Establish and manage a database of consultancy interactions.
Working with learning and development to establish a program of training in areas such as transferring materials and data, commercialising reagents, and acting as an academic consultant.
Work with information governance to ensure that personal data in enabling contracts is appropriately managed.
Identify current translational grant funding opportunities and work with colleagues to regularly promote these to researchers at the ICR.
Manage academic collaborator and grant funder relationships as necessary to facilitate research at ICR.
Manage and track projects and agreements using appropriate management information systems.
Report on project metrics and provide management information as required.
Reply promptly to queries from scientists and external stakeholders and keep them apprised of progress.
Represent the ICR independently with stakeholders and at conferences.

## Other Duties

Contribute to the development of Business and Innovation Office management and serve on/chair relevant committees.
Attend and actively participate in Business and Innovation Office team meetings and team leader meetings and contribute to discussions on strategic and general issues.
Provide advice and guidance to colleagues in the ICR at all levels and on all aspects of Academic Research and Services Contracts.
Communicate verbally and in writing with ICR colleagues and external parties in a cordial, articulate and timely manner to build and develop an understanding of their needs and maintain fruitful relationships.
Identify potential risks and liabilities and conflicts of interest and mitigate against their impact.
Contribute to the review of policies, procedures and guidelines relating to Business and Innovation Office activities.

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Maintain relevant sector awareness and a good working knowledge of contract law and policies and practices relating to academic consultancy and the commercialisation of academic reagents and data.

Maintain and continue to expand established external networks (including with external funders) and utilise industry events and seminars to develop strategic relationships and promote working with the ICR.

To deputise for the Director as required.

Any other duties as may be required which are consistent with the nature and grade of the post.

## 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.

All staff must work in accordance with the ICR's Values.

All staff must promote a safe, healthy and fair environment for people to work in, 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

Science degree in a discipline relevant to the ICR	Essential
PhD in a relevant subject (or equivalent experience)	Essential
Excellent knowledge of contract law	Essential
A demonstrated comprehensive understanding and knowledge of agreements between academic organisations enabling research, consultancy agreements and grant funder terms and conditions	Essential
A demonstrated knowledge of the commercialisation of academic services and reagents	Essential
Legal, management or finance qualification	Desirable

### Skills

Well-developed analytic and problem-solving skills, able to interpret contract terms and to advise on their impact appropriately	Essential
Good interpersonal skills at all levels; ability to negotiate and influence effectively	Essential
Excellent communication skills, both written and verbal, with the ability to present arguments in a clear and concise way	Essential
Meticulous attention to detail	Essential
Excellent computer skills	Essential
Understanding of the pharmaceutical industry	Essential
Demonstrated leadership qualities	Essential
Good financial skills	Essential
Excellent organizational skills with a demonstrated ability to multi-task, prioritize tasks effectively and manage workloads	Essential
Understanding of non-profit research institution and/or academic institution contractual issues	Desirable



## Experience

Significant experience of working at the industry academia interface	Essential
Experience in business development, technology transfer or project management	Essential
Direct experience of leading negotiations and closing deals with external partners	Essential
Recent practical experience of successfully drafting, negotiating and concluding contracts	Essential
Experience of managing high performing teams	Essential
Experience in project management and driving projects to completion	Essential
Experience in the pharmaceutical or biotechnology sectors	Desirable

## General

A flexible, tactful and diplomatic approach	Essential
Proven ability to work independently	Essential
Proven ability to make decisions	Essential
Proven ability to work effectively under pressure with multiple daily deadlines	Essential
Ability to work as part of a team and interact with all personality types and levels of employees/clients	Essential
Willingness to learn	Essential
Flexibility and ability to operate comfortably in a rapidly changing and sometime ambiguous environment	Essential
High productivity, drive and a “can do” attitude	Essential
Good judgment and a high level of professionalism	Essential
Ability to diplomatically resolve disputes	Essential
Networking skills	Essential
Commercial awareness	Essential

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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 Dr Jon Wilkinson for further information by emailing [Jon.wilkinson@icr.ac.uk](mailto:Jon.wilkinson@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.