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# Research Committee Manager

## Candidate Information

September 2022

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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.

#### Research Committees, Partnerships and Initiatives Team, Academic Services

Research Committees, Partnership and Initiatives Team is responsible for managing a number of ICR research-focused committees which are responsible for the development and delivery of the research strategy through monitoring of its implementation, and the recruitment and progression of ICR Faculty. This role will be the key contact for research governance processes at ICR. S/he will ensure the ICR has an effective and efficient research committee structure, working closely with committee members – in particular, the CEO and Heads of Division – to ensure the terms of reference are adhered to and that papers are submitted to the appropriate committees for approval. The postholder will also provide the committee administration for these committees, including drawing up the agenda, tracking progress against actions, collating, and proof-reading papers, writing a chair's brief and writing

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# Research Committee Manager

## Candidate Information

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minutes. The post-holder should be highly organised, with strong written and verbal communication skills, and good attention to detail. A background in either research or higher education governance/administration is highly desirable.

### **Directorate Information**

The role of the Academic Services directorate is to create an efficient and effective academic environment for the ICR's scientific community to flourish. Our services underpin both research and education across the ICR.

The directorate comprises ten teams working across three sites. It encompasses the teams that support the ICR's world-leading research, those that administer our degree programmes, and oversight of information governance.

For an informal discussion please contact [Angela.McDonald@icr.ac.uk](mailto:Angela.McDonald@icr.ac.uk)

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Our mission  
is to make the  
discoveries that  
defeat cancer.

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### Job description

<b>Department / division:</b>	Academic Services
<b>Pay grade / staff group:</b>	Professional Services Grade 4
<b>Hours / duration:</b>	Full time (35 hours per week), Monday to Friday, non-time limited contract.
<b>Reports to:</b>	Head of Research Committees, Partnerships and Initiatives
<b>Main purpose of the job:</b>	To ensure the ICR has an effective and efficient research committee structure, working closely with colleagues in Academic Services and committee members – in particular the CEO and Heads of Division. The successful applicant will be highly organised, with strong written and verbal communications skills, and good attention to detail. Applicants should be educated to degree level and a background in either research or higher education governance/administration is highly desirable.

### Duties and responsibilities:

#### Key duties and responsibilities

The Research Committee Manager will provide the secretariat for the following Committees:
Faculty Recruitment and Progression Committee / Research Leadership Board
Heads of Division Meetings and Away Days
Joint ICR/RM Research Strategy Board
Joint ICR/RM Research Operations Group
Research Infrastructure Oversight Committee
Information Governance
BSU Oversight Committee
External Scientific Advisory Board

# Research Committee Manager

## Candidate Information

The postholder will:

Work with the Director of Corporate Governance and the Institute Secretariat to ensure the Research Committees are run effectively, operate in line with best practice and the wider ICR committee structures, setting annual committee dates to ensure the annual programme of meetings integrates effectively with the ICR's business and reporting cycle

Keep the Terms of Reference and committee memberships under review to ensure committees are effective and are dealing with appropriate business, and maintaining a calendar of committee business

Monitor attendance at meetings to ensure they are quorate

Support the delivery of the ICR's Research Strategy by acting as the secretary to the Research Committees, ensuring the effective delivery of ICR research meetings in accordance with their terms of reference, to include:

- Booking rooms, organising AV support and arranging refreshments
- Draft and agree agendas with the Committee Chairperson and Academic Services colleagues
- Set committee paper submission deadlines and dates for the circulation of papers
- Prepare briefing notes for the Committee Chairperson prior to each meeting to assist the smooth running of the meeting.
- Produce accurate and timely minutes of meetings and action lists, agree draft minutes with the Chairperson, and circulate within a week of the meeting.
- Track and follow up actions raised at meetings.
- Develop annual meeting business planners in consultation with Committee Chairpersons.
- Edit the ICR's intranet pages to ensure they are up to date with regard to Research Committees and policies.

Be responsible for all organisational aspects of the Heads of Division away days and the ICR's Scientific Advisory Board (SAB), to include:

- Liaise with key people to set dates for events
- Source and manage accommodation/catering bookings
- Book overseas travel for the members of the SAB
- Liaise with the external chair of the SAB to ensure the smooth running of this biannual event, including agenda setting and the production and distribution of papers and post-meeting reports
- Act as the main point of contact for the external members of the SAB

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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# Research Committee Manager

## Candidate Information

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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.

# Research Committee Manager

## Candidate Information

### Person specification

#### Education and Knowledge

Educated to Degree level or equivalent, preferably in a science subject.	E
Background in either research or higher education governance/administration	D

#### Experience

Experience of servicing committees and of having established effective working relationships with peers and senior colleagues	E
Experience of preparing high quality and succinct minutes of meetings, including senior leadership meetings	E
Experience in an administrative post, preferably in an HEI or other research environment	E
Experience of working in a scientific research environment and passion for the ICR's mission	D

#### Skills

Excellent organisational skills and the ability to effectively prioritise work and balance competing demands	E
Excellent verbal and written skills, including the ability to draft accurate and succinct papers and briefing notes	E
Ability to work without direct supervision and to prioritise own workload and multi-task	E
Good interpersonal, influencing and negotiation skills	E
Confidence and ability to work with senior leadership, committee members and other senior staff	E
Ability to familiarise yourself quickly with technical / specialist terminology to support scientific meetings effectively	E
IT: Highly proficient user of Microsoft Word, Excel, Powerpoint, and Adobe Acrobat etc	E
Ability to recognise and respect confidentiality	E

#### General

Excellent team working	E
Self-motivated, with energy, drive and enthusiasm, and a proactive and 'can do' attitude	E
Strong attention to detail and accuracy	E
Tact and diplomacy, and experience of dealing with highly confidential and sensitive information	E

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# Research Committee Manager

## Candidate Information

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Ability to establish yourself as a credible and trusted professional with colleagues across the organisation and externally	E
Ability to familiarise yourself quickly with technical / specialist terminology to support scientific meetings effectively	E
Resilience, with an ability to work under pressure in a fast-paced environment and to deliver work to a high standard within tight deadlines	E

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## Candidate Information

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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 Angela for further information by emailing [Angela.McDonald@icr.ac.uk](mailto:Angela.McDonald@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.



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## 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