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discoveries that  
defeat cancer.

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Our mission  
is to make the

# CoPilot Engineer Candidate Information

December 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.

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

and Sutton.

### Digital Services

The Digital Services Directorate ensures that everyone at the ICR has access to the technology they need to do their jobs effectively including providing specialist IT support to the ICR's research community.

### The Job Role

The CoPilot Engineer focuses on researching, adopting and integrating CoPilot in the workplace based on user requirements.

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# CoPilot Engineer

## 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

# CoPilot Engineer Candidate Information

## Job description

<b>Department / division:</b>	Digital Services
<b>Pay grade / staff group:</b>	Professional Services 3
<b>Hours / duration:</b>	Full time (35 hours per week), Monday to Friday.
<b>Reports to:</b>	Digital Workplace Manager
<b>Main purpose of the job:</b>	The CoPilot Engineer focuses on researching, adopting and integrating CoPilot in the workplace based on user requirements.

## Objectives

Implement and maintain a user-friendly and efficient digital workplace environment primarily based on the Microsoft 365 platform but also interacting with other cloud solutions where necessary.

Drive employee productivity and satisfaction through innovative technology solutions.

Identify opportunities to expand the copilot's capabilities and introduce new features.

Develop and implement innovative solutions to address specific developer needs and challenges.

Prioritise user experience and design intuitive interfaces for the copilot system.

Gather user feedback and iterate on the design to improve usability and satisfaction.

Continuously monitor system performance and identify bottlenecks.

Ensure the smooth operation and security of all digital workplace tools and platforms.

# CoPilot Engineer

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### Duties and Responsibilities

Implement and configure digital workplace tools (e.g., collaboration platforms, productivity applications, content management systems).
Develop and implement automation solutions to streamline workflows using low code/no code technologies.
Troubleshoot and resolve technical issues related to the digital workplace.
Maintain and update digital workplace technologies.
Analyse user needs and identify opportunities for improvement within the digital workplace.
Stay up to date on emerging technologies and recommend their integration for enhanced efficiency.
Partner with business stakeholders to understand their needs and translate them into actionable technology solutions.
Provide technical support and guidance to employees on using digital workplace tools effectively.
Collaborate with IT and other departments to ensure seamless integration of the digital workplace with other systems.
Document processes and procedures related to the digital workplace.

### 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.

# CoPilot Engineer Candidate Information

## Education and Knowledge

A Degree in a relevant field or equivalent experience in a similar role.	Essential
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## Person specification

## SFIA Skills

The tables below list the essential SFIA skills, at the relevant level, needed for the position.

Category	Skill	Required Level
Development and implementation	Systems and software life cycle engineering	4
	Systems design	4
	Testing	3
	Programming/software development	2
Delivery and operation	Asset management	4
	Availability management	4
	Capacity management	4
	Change control	4
	Incident management	4
	IT infrastructure	4
	Problem management	4
	Release and deployment	4
	Storage management	4
	System software	4
	Systems installation and removal	4
	Application support	3
	Configuration management	3
	Network support	3

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Relationships and engagement	Customer service support	4
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### SFIA Supplementary documents

The table below lists the supplementary documents provided. These explain the SFIA framework for those unfamiliar with it, and provide a detailed breakdown of each skill listed above and its importance for the role and how it will be used.

Document	Function
SFIA 8 Summary Chart	Provides a summary chart of the SFIA professional skills and a summary of the generic attributes.
SFIA 8 The framework reference	Provides the full description of the SFIA levels of responsibility, the generic attributes that define the SFIA levels, the behavioural factors, knowledge statements and all the SFIA professional skills.
SFIA 8 skills and responsibilities spreadsheet	Provides the content of the SFIA levels of responsibility, the generic attributes and the professional skills.

These documents can be downloaded here:

[SFIA 8 Summary Chart](#)

[SFIA 8 Skills and Responsibilities Spreadsheet](#)

[SFIA 8 Framework Reference](#)

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# CoPilot Engineer Candidate Information

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## Experience

Experience with collaboration and communication tools. This includes experience with platforms like Microsoft Teams, Slack, Zoom, and other tools that help employees stay connected and work together effectively.	Essential
Experience with enterprise content management (ECM) systems. This includes experience with platforms like SharePoint, Dropbox which are used to store, manage, and share documents and other files.	Essential
Experience with workflow automation tools. This includes experience with platforms like Power Automate and IFTTT, which can be used to automate repetitive tasks and improve efficiency.	Essential
Experience with user experience (UX) design principles. A strong understanding of UX design is essential for creating digital workplaces that are user-friendly and efficient.	Essential
Experience working in a fast-paced and ever-changing environment. The digital workplace is constantly evolving, so it's important to be able to adapt to change and learn new technologies quickly.	Essential



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# CoPilot Engineer

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### Benefits

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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. 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 Recruitment for further information by emailing [recruitment@icr.ac.uk](mailto:recruitment@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.