ICR The Institute of Cancer Research

Data Manager
Candidate Information

July 2022

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.

The Clinical Trials and Statistics Unit (CTSU)

The ICR-CTSU is an internationally recognised cancer clinical trials unit (CTU), led by Professor Judith Bliss, 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, is a UK Clinical Research Collaborative registered CTU and is one of fifteen CTUs recognised by the UK National Cancer Research Institute for a professional specialism in the development and delivery of cancer trials.

ICR-CTSU's strategic vision is to enact pull-through of world-leading science from ICR and elsewhere into patient benefit via high quality and efficient cutting-edge trials of smarter, kinder treatments which will ultimately translate into patient benefit internationally. Our main interests and areas of expertise are the evaluation of new drug treatments and technologies (including radiotherapy) and the use of biomarker-driven designs to clinically qualify putative predictive biomarkers and evaluate targeted treatments. Our portfolio includes innovative, efficient and adaptive trial platforms and early phase trials. We have a large network of collaborations within the clinical and academic community and with the pharmaceutical industry.

Candidate Information
Data Manager

Our portfolio of national and international phase II and III trials prioritises activity in three clinical and therapeutic domains:

- Breast and rare cancers trials
- Radiotherapy, urology and head and neck caner trials
- Early phase and adaptive trial designs

These priority areas are supported by a cross-cutting biomarker and genomic analysis theme. This theme facilitates interrogation of the wealth of emerging trial data and focuses on the integration and translation of novel diagnostic, prognostic and therapeutic strategies into clinically relevant biomarker driven trial designs. We also manage an expanding number of early phase I/II cancer trials in collaboration with the Drug Development Unit, a joint unit of ICR and The Royal Marsden NHS Foundation Trust and a leading phase I unit globally.

Some highlights which demonstrate the breadth and impact of our portfolio include: In women with advanced triple negative breast cancer our TNT trial has demonstrated that those with an inherited BRCA mutation were twice as likely to benefit from carboplatin as the current standard of care (Nat Med. 2018 May;24(5):628-637) and is set to change practice internationally. Our TOPARP study led to FDA Breakthrough Designation of olaparib for advanced prostate cancers with BRCA and other DNA repair defects and has catalysed development of molecularly stratified treatment strategies for prostate cancer (N Engl J Med 2015; 373(18) 1697-708; ASCO 2019). The FAST-FORWARD trial provides evidence that a one-week course of radiotherapy in fewer but larger daily doses is as safe as the standard three-week therapy for women following surgery for early stage breast cancer (Lancet 2020 395(10237): 1613-1626) and is the most recent of our long-standing portfolio of phase III radiotherapy trials to report practice changing results.

We are a multi-disciplinary CTU, which comprises more than 90 staff including statisticians/trial methodologists, clinical trials programme managers, trial managers, data managers, research IT programmers and administrative support staff. We have over 75 multi-centre trials on our portfolio which are in set up, open to recruitment, or in active or long-term follow-up, with access to further closed trials. 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 | **Twitter** @ICR_London | **Facebook** www.facebook.com/theinstituteofcancerresearch

ICR-CTSU https://www.icr.ac.uk/our-research/centres-and-collaborations/centres-at-the-icr/clinical-trials-and-statistics-unit
Twitter @ICR_CTSU

Our mission is to make the discoveries that defeat cancer.

Candidate Information
Data Manager

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

Candidate Information
Data Manager

Job description

Department / division:	ICR CTSU, Division of Clinical Studies
Pay grade / staff group:	Scientific Professional 7
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract for 12 months
Reports to:	Clinical Trials Programme Manager/Trial Manager
Main purpose of the job:	The successful applicant will work with Trial Managers, Statisticians and Administrators and duties will include: • liaising with hospitals to collect patient data according to protocol • overseeing biological sample collection at sites • reviewing and cleaning data submitted by sites • assisting with site monitoring visits

Role Summary:

The Institute of Cancer Research Clinical Trials and Statistics Unit (ICR-CTSU) runs a diverse portfolio of national and international phase III multi-centre randomised controlled trials, and phase II targeted treatment trials, with a special emphasis in breast, urological, lung and head and neck cancer treatments. To reflect the ongoing expansion and diversification of our trials portfolio, we require a Data Manager to provide support for Trial Managers working on a variety of cancer clinical trials within the Unit. The job is varied and will give the post holder valuable experience in many aspects of clinical trial methodology and organisation. The responsibilities of the post include the collection of high quality data and coordination of biological samples collection from multiple participating centres. Trials may use paper case report forms or electronic data capture to collect data from sites.

Duties and responsibilities:

Management of data and biological sample

Design and validate the clinical study database and registration/randomisation system in liaison with the Statistician, IT Programmer, Trial Manager and Clinical Trials Programme Manager (including annotation of the CRF, development of the database and validation specifications and User acceptance testing)
Develop the Data Management Plan in liaison with the Statistician, Trial Manager and Clinical Trials Programme Manager
Enter and review clinical data on the clinical study databases

Candidate Information
Data Manager

Specify, develop, validate and run reports in clinical review software (JReview®) in order to perform data checking and cleaning
Management of clinical database change requests in liaison with the Statistician, IT Programmer, Trial Manager and Clinical Trials Programme Manager
Perform central data cleaning, including raising data queries, and liaising with participating hospitals to resolve them
Chase outstanding data and biological samples from participating hospitals
Log and monitor return of case report forms (CRFs) and queries, escalating any issues as appropriate
Log, monitor and reconcile biological sample collection between participating hospitals and central laboratories
Produce summary reports to assist the Trial Manager and Statistician in oversight of trial data
Provide study-specific data management training for research teams at participating hospitals
Request screening log data from participating hospitals; enter and query as required

Administrative work

Set up and/or maintain record management systems for all trial material, including patient data and biological sample collections
Assist in preparation and/or maintaining up to date trial related documentation such as Trial Master and Site Investigator Files
Deal with telephone queries about the trial(s) as necessary
Assist in the preparation of reports and presentations for meetings
Assist in the preparation of abstracts and manuscripts
Take and draft minutes of meetings as required
Ensure that site contact details and circulation lists are kept up to date

Other duties

Join the rota for the ICR-CTSU telephone randomisation service. The randomisation telephone line is staffed 9am-5pm each working day
Attend and contribute to team meetings (Unit and Trial level) and Trial Manager/Data Manager meetings
Contribute to departmental working groups e.g. the Data Management Working Group

Candidate Information
Data Manager

Trial Management

Liaising with the trials' Chief Investigator, Principal Investigators and members of the Trial Management Group
Assist the Trial Manager with the planning and organisation of Trial Steering Committee and Trial Management Group meetings
Assist the Trial Manager in the preparation of progress reports (e.g. for regulatory and funding bodies and Trial Management Group) as required
Perform site monitoring visits at participating centres to verify study data and assess trial progress

Trial Promotion

Liaise closely with hospital personnel (i.e. clinicians, nurses, data managers) at participating centres to promote trial recruitment
Draft regular newsletters for circulating to trial participating sites which should include updated information on accrual and any other trial related issues
Assist in the planning and organisation of trial investigator meetings. This may entail selecting appropriate dates, venues, assisting with the drawing up of programmes, identifying and inviting appropriate delegates to attend, ensuring that accurate information is circulated to delegates, producing PowerPoint presentations and other meeting materials

In general ICR-CTSU staff work from 9 am to 5 pm with a one hour lunch break. However, the post holder may be required to work outside these hours to meet deadlines and to attend on-site monitoring visits. It may also be necessary for the post holder to be available for occasional evening meetings and for meetings and monitoring visits to include overnight stops.

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

In addition, there will be other duties consistent with the nature and grade of the post.

Candidate Information
Data Manager

Person specification

Education and Knowledge

First degree or equivalent level qualification	Essential
First degree or equivalent level qualification in Biomedical Sciences or an allied subject (including nursing and health care disciplines)	Desirable

Skills

Excellent interpersonal skills to facilitate liaison with colleagues and trial collaborators	Essential
Effective oral and written communication skills – the post holder will be required to respond to queries from clinicians and nurses about clinical trials	Essential
Ability to work independently and as part of a team on several projects with enthusiasm and a professional attitude	Essential
Excellent organisational and time management skills	Essential
Ability to work accurately with attention to detail	Essential
Ability to draft routine correspondence (e.g. emails, letters and newsletters)	Essential
IT literacy, a good working knowledge of Microsoft Word and Excel and ability to access information from the internet	Essential
Ability to grasp scientific/medical concepts effectively and efficiently	Essential
Interested in learning about cancer and/or the conduct of clinical trials	Essential
An understanding of cancer and its treatment modalities	Desirable
An understanding of the concept of randomised clinical trials and phases of clinical trials	Desirable
An understanding of the principles of Good Clinical Practice, Data Protection, the EU Clinical Trials Directive and research governance	Desirable
Ability to maintain adherence to written procedures and clinical and regulatory standards applicable to clinical trials	Essential

Experience

Experience of managing data in hard copy and electronic form	Essential
Experience with clinical databases e.g. MACRO, RedCAP, RAVE, OCRDC	Desirable
Experience with clinical review software e.g. JReview®	Desirable
Experience in using Microsoft PowerPoint and Visio	Desirable
Experience of database specification and testing	Desirable
Experience of development or review and input to Data Management Plans	Desirable

Candidate Information
Data Manager

Experience of handling large sets of data	Desirable
Experience of working in oncology	Desirable

General

Flexible and adaptable approach to managing workload	Essential

Candidate Information
Data Manager

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 the ICR-CTSU for further information by emailing ctsu@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.