



Research Administrator Candidate Information

Date: August 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 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.

Translational Genetics Teams, Division of Genetics and Epidemiology

The post will be situated in the Translational Genetics team (team lead: Prof Clare Turnbull), which consists of both clinically-focussed translational research and analytical/bioinformatics research.

Professor Turnbull leads on three large Cancer Research UK grants, BRCA-DIRECT (<https://www.brca-direct.org/>), CanGene-CanVar (<http://cangene-canvaruk.org/>) and CG-MAVE, as well as undertaking a range of clinically-focused translational research work on susceptibility, somatic and functional cancer genomics.

The Division of Genetics and Epidemiology is led by Prof Richard Houlston, FRS. The Division is internationally renowned for its pioneering work in understanding the underlying genetic causes of cancer risk. High-quality laboratory, epidemiological and clinical

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research within the division is driven by energetic, innovative leadership and complemented by participation in national and international research consortiums, clinical collaborations and technological partnerships.

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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:	Translational Genetics, Division of Genetics and Epidemiology
Pay grade / staff group:	Scientific Professional 7
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term contract until 31 March 2026.
Reports to:	Sarah Lane, Scientific Project Manager
Main purpose of the job:	Provision of administrative support to the Translational Genetics Team, with a focus on day-to-day running of the Retrospective Genetic Testing Programme

Duties and responsibilities:

We are seeking an individual with excellent attention-to-detail and organisational skills to provide administrative support within the Translational Genetics team. This position would suit someone with an interest in cancer and/or genetics research, who wants to be involved with delivery of patient care within the NHS.

In particular, the post holder will work with a senior Programme Manager, Project Manager, and team lead (Prof Clare Turnbull) to deliver the day-to-day running of a BRCA-DIRECT transformational programme in collaboration with the Royal Marsden NHS Foundation Trust and NHS England Cancer Programme. The post holder will provide general research administrative support to team members as required, and work closely with patients as well as clinical staff at the Royal Marsden Centre for Molecular Pathology, alongside our Research Genetic Counsellor and Nurse, to manage patient pathway and delivery of testing.

Specific duties and responsibilities will include:

- Support day-to-day running of the programme, including management of paper documentation, logging patient data within relevant databases, and updating patient records within the BRCA-DIRECT data system.
- Provide administrative support to patients, via telephone and email. Actioning where appropriate and feeding back relevant information to members of the team.
- Handle administration of patient genetic testing, including tracking of samples, actioning referrals for testing and handling return of patient results.
- Support the Programme Manager with tracking of progress and capture of relevant data information for evaluation and monitoring purposes.
- Management of materials required for delivery of the pathway and procuring of items as required.
- Coordinate meetings with collaborators, including charities, patient support groups, researchers, clinicians, and senior members of NHS England and Health Education England.
- Communicate with patients who are interested in supporting the delivery of the projects and coordinating patient and public involvement/engagement (PPI/E) activities.
- Maintain efficient filing systems and records

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The post-holder will work closely with Prof Turnbull, the Programme Manager, and a wider team of clinicians, bioinformaticians, data managers, clinical fellows and PhD students to support delivery of research, including but not limited to (i) submission of research outputs for publication, (ii) maintenance and organisation of team documents, (iii) organisation of internal and external meetings, (iv) liaison with grant funders and external collaborators and (v) interaction with departments within the ICR to ensure smooth operational running of the team.

Coordinate logistics between partner organisations, including coordination of meetings and maintaining minutes/agendas/actions.

Maintain accurate records and support with collation of information for grant/research reporting to funders and the institute.

Support with management of finances, procurement, and processing expenses on behalf of the team.

Help with preparation and dissemination of written outputs to support communication and dissemination of research outputs eg across social media (twitter), programme website, and producing regular newsletters and blogs.

Support with submission of manuscripts to journals, including collation of author information, input of information to submission portals and monitoring application progress.

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

Degree in a relevant subject or previous experience of research and/or clinical administration	Essential
Experience of working within an NHS administrative position.	Desirable

Skills

Excellent IT skills	Essential
Excellent attention to detail in data entry and record retention.	Essential
Excellent organizational skills and general attention to detail	Essential
Excellent written communication skills	Essential
Excellent verbal communication skills	Essential
Interest in cancer research and/or genetics	Essential
Interest in clinical transformation	Essential
Ability to maintain confidentiality and handle sensitive data	Essential
Ability to interact professionally and compassionately with patients	Essential
Ability to work independently and problem solve	Essential

Experience

Experience in providing administrative support within a clinical research or NHS clinical environment	Desirable
Experience in interactions with senior clinicians/researchers	Desirable
Experience in producing verbal/written communication content	Essential
Experience in Cancer Research	Desirable
Experience in Genomics Research	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.

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 Sarah Lane (Scientific Project Manager) for further information by emailing Turnbull.lab@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.