



Governance & Committee Support Manager Candidate Information

July 2025

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.

Governance Teams at the ICR

Governance at the ICR covers the following areas:

- Support for the Board of Trustees and its main sub-committees including the Nomination Committee, Audit & Risk Committee, Investments & Building Development Committee, Executive Board and Remuneration Committee in order to ensure timely and effective decision-making and that the ICR meets all relevant statutory obligations and the highest standards of external accountability and internal efficiency.

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- Support for the two main internal governance committees of the ICR, namely the Heads of Division (comprising all the Heads of Division at the ICR and the CEO) and the Management Committee (comprising all the Professional Services Directors of the ICR and academic representatives)
- Support for research strategy and oversight of research operations (including Research Strategy Board, Research Infrastructure Oversight Committee, HSE Committee)

We also provide advice on governance matters to colleagues across the ICR and promote best practice in supporting other ICR committees.

The ICR is a higher education institution and a college of the University of London which awards our degrees. We are incorporated as a Charitable Company limited by Guarantee and our main regulator is the Office for Students.

Research Services

The Research Services Directorate includes the Research Operations Unit, Strategic Grants, Policy and Partnerships and Core Research Facilities. The teams provide proactive research support to the research community including support for Faculty recruitment, research committees, research systems and information and grant coordination along with monitoring the UK research funding and policy landscape to ensure the ICR can respond to changes and opportunities. In addition, the team is responsible for running key core research facilities.

The role of Research Services directorate is to create an efficient and effective research environment for the scientific community to flourish.

We work closely with the Chief Executive's Office and with staff across all Divisions and Directorates.

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

Department / division:	Research Services and Chief Financial Office
Pay grade / staff group:	Professional Services 3
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed Term 12 months.
Reports to:	Director of Research Services with a dotted line to the Head of Governance
Main purpose of the job:	To work closely with the Director of Research Services & Head of Governance in supporting the work of the ICR's Boards and Committees across the different areas of the ICR (governance and research services) by providing high-level secretariat support for boards and committees and project management and in particular, to support the effective and efficient delivery of both general governance meetings and scientific meetings and lead on identifying and driving improved ways of working. Also, to lead the Honorary and Associate Honorary Faculty appointments process.

Duties and responsibilities:

Lateral Relationships

CEO, ICR
Board members
Heads & Deputy Heads of Division
Academic Faculty
Research Services Teams
Business & Innovation Office
Finance
Human Resources
Corporate Governance and Secretariat teams
External funders

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Clinicians and Senior Managers at the Royal Marsden
Senior external collaborators
The Chair and other members of the SAB

Key Duties and Responsibilities

1. To provide effective committee secretariat support for the effective delivery of key ICR corporate meetings:

- ICR Board of Trustees & its key sub-committees including the Nomination Committee, Remuneration Committee, Audit & Risk Committee, Investments & Building Development Committee
- The three most senior level internal governance Committees of the ICR, namely the Executive Board, Heads of Division (both chaired by the CEO) and the Management Committee.
- Key research committees, including Research Strategy Board, Research Infrastructure Oversight Committee, BSU Oversight Committee and other key internal committees such as the ICR Health and Safety Committee and the ICR Biological Safety Committee.

There will be two post holders, each leading on specific committees whilst also providing cross-cover.

Support for these includes:

- Preparing the annual meeting business planners in consultation with Board and committee chairs.
- Scheduling meeting dates and overseeing pattern of governance meetings working with line managers
- Ensure that the research committee shared calendar is effectively used and kept up to date
- Preparing meeting agendas
- Collating and issuing papers for meetings in a timely manner, including commissioning items, reviewing drafts, formatting and issuing papers
- Drafting papers for meetings where appropriate or required by line manager(s)
- Preparing briefing notes for chairs
- Producing accurate and timely minutes of meetings including meetings which include specialist scientific content
- Tracking and following up of actions raised at meetings

2. To make appropriate arrangements to support ICR corporate meetings, to include:

- Booking meeting rooms on the internal system.
- Leading on making the necessary arrangements for catering and equipment set up.
- Greeting guests.
- Sourcing external venues for away days and events, etc.

3. To create and maintain an online archive of Board and committee meeting papers and minutes and to respond to requests for documentation.

4. Board Away Days & Scientific Advisory Board

- To organise the logistics for the Annual Board Away Day (October/November each year) and the ICR / RM External Scientific Advisory Board (every two years).

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<ul style="list-style-type: none"> • Secretariat support for the meetings including drafting of the summary report for the Scientific Advisory Board (SAB). • Liaise with the CEO, SAB Chair and Director of Research Services to develop the agendas and paperwork for the annual SAB meeting and be the first point of contact for the chair of the SAB.
5. To provide secretariat support for time limited groups as required, for example research strategy working groups.
6. To ensure that accurate and up to date governance information is maintained on the ICR website and Intranet.
7. To build and maintain effective working relationships with Board and Committee members and support the Director of Research Services and the Head of Governance in providing recruitment, induction and other support to board and committee members.
8. To lead on identifying and introducing improved ways of working and to manage ad hoc governance projects as required.
9. Lead the Honorary and Associate Honorary Faculty appointments process. <ul style="list-style-type: none"> • Advertise annual call, for new appointments and renewals, and advise applicants as required. • Ensure applications are considered by the appropriate committee. • Provide feedback to applicants and ensure relevant teams / systems are updated in terms of new appointments.
10. To undertake other duties that are consistent with the nature and grade of the post that may be required.
OTHER: <ul style="list-style-type: none"> • Developing and maintaining effective working relationships at all levels within the ICR and with external contacts • Adhering to the policies, regulatory rules and safety regulations of the ICR • Undertaking any other general office duties that may be required and which are commensurate with the nature and grade of the post • Maintaining confidentiality and discretion at all times.

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 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.

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Person specification

Education and Knowledge

PhD in biomedical science, or equivalent knowledge and experience	Essential
Detailed understanding of cancer research in the UK and internationally	Desirable

Skills

Excellent communication, interpersonal and organisational skills.	Essential
Ability to draft accurate and succinct emails and papers.	Essential
Ability to work independently and to demonstrate initiative and prioritise effectively.	Essential
Ability to recognise and respect confidentiality.	Essential
Ability to work as part of a team and manage competing demands.	Essential
Ability to multi-task and take on new initiatives or challenges.	Essential
Ability to build and maintain effective working relationships with colleagues across the organisation and externally, including those at the most senior level of the organisation.	Essential
Self-motivated, with energy, drive and enthusiasm, and a proactive and 'can do' attitude.	Essential
Willingness to learn new skills and have an adaptable approach to the role.	Essential
Excellent IT skills and an ability and willingness to test and adopt new technologies.	Essential

Experience

Experience of supporting senior management on governance and organisational matters and working closely with Board/executive team members ideally in a science-based working environment	Essential
Previous governance and committee support experience	Essential
Experience of regular minute-taking of meetings, both general management and science-based meetings.	Essential
Experience of Microsoft Office and proficiency in using Word, Excel and PowerPoint	Essential
Experience in scheduling meetings around complex diaries and business priorities	Essential
Experience of identifying the key points contained within complex issues and communicating these effectively	Essential
Demonstrable experience of independent working requiring a high level of decisiveness and judgement	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 Emma Pendleton, Director of Research Services, for further information by emailing emma.pendleton@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.