

# WHAT'S THE ROLE?

## DIAGNOSIS RESEARCH LEAD

I am the charity lead for [TRANSFORM](#), a multi-million pound programme to test new ways to screen for prostate cancer and establish a biobank resource to facilitate the future discovery and validation of novel diagnostic approaches. I closely monitor progress against project timelines, oversee the governance steering committees and regularly report back to key stakeholders internally and externally about the progress achieved with this exciting initiative. Working closely with colleagues in our communications, fundraising and Support and Influencing directorates, I help to showcase the TRANSFORM study to public, scientific and healthcare professional audiences to demonstrate our research efforts towards achieving earlier and accurate diagnosis and to bring in additional donations to the charity.

## IN THIS ROLE YOU'LL...

- Oversee the management of TRANSFORM on behalf of the charity, maintaining strong working relationships with the study leads, steering committee and co-funding partners.
- Conduct 6-monthly formal reporting and maintain regular informal contact with the study leads to keep up to date with progress of TRANSFORM.
- Continually monitor recruitment to the study (including the diversity of enrolled participants) against set targets.
- Manage payments for TRANSFORM and monitoring of spend against stipulated budget.
- Facilitate and attend TRANSFORM governance committees, including the Trial Steering Committee and Independent Study Advisory Group.
- Facilitate the milestone review of TRANSFORM to determine whether the charity continues its support into subsequent phases of the study.
- Regularly report back to key stakeholders internally and externally on progress with TRANSFORM, in accordance with agreed reporting frequencies.
- Work closely with colleagues in communications and fundraising to support our communication about TRANSFORM to our supporters and the wider public.
- Work closely with our Support and Influencing directorate to ensure alignment of our activities and messaging around screening.
- Detailed awareness of the other diagnosis related research grants we fund, maintaining strong working relationships with the relevant research groups.
- Attend and represent the charity at UK or International meetings/conferences relevant to role.
- Support the rest of the team with their duties during periods of annual leave, sickness or at times of peak workload and feed into the planning and delivery of our researcher events, such as 'From Ideas to Innovation' and 'Making Progress'.

## WHO YOU ARE

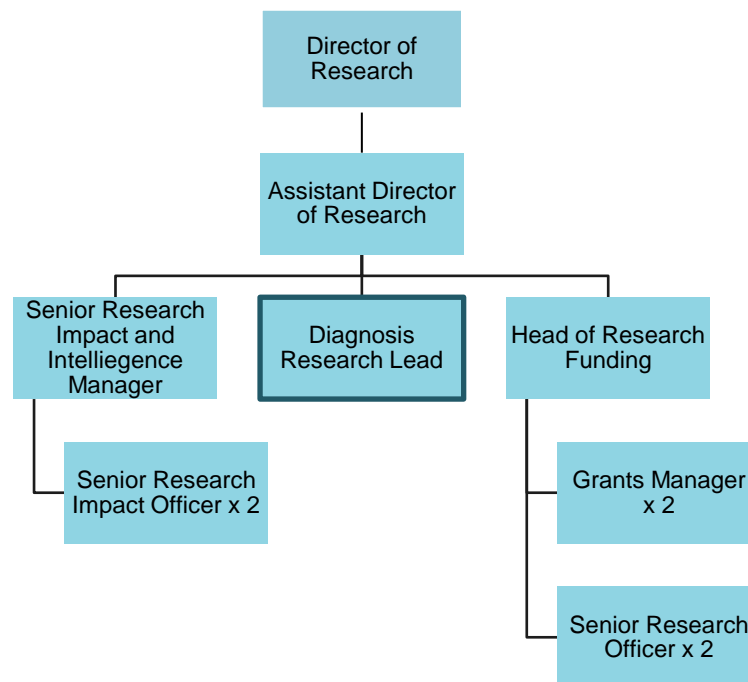
- Educated to degree level in a bio-medical or relevant science subject and able to understand a broad range of complex scientific information presented in applications, progress reports, research papers and in conversations with researchers.
- Enthusiastic about research with a thirst to enhance your knowledge and understanding of prostate cancer.
- Experienced in research funding/grant management, and in project management, with experience and understanding of clinical trial delivery (preferably large-scale, multi-site trials).
- Enthusiastic and passionate about trying new ideas, motivated to consistently perform to the highest standards.
- Meticulous attention to detail, able to work unsupervised and to organise and prioritise a diverse workload depending on business need.
- Knowledgeable about research policies/procedures, most notably: confidentiality/data handling, clinical trial delivery and governance, the attribution of clinical research costs (AcoRD), research involving the use of humans/animals and the collection of patient samples, identification and protection of intellectual property etc.
- Experienced in dealing with a wide range of stakeholders, including senior researchers, senior colleagues, trustees, corporate partners and members of the public.
- Strong communicator, able to respond to a wide range of enquiries on prostate cancer research, particularly in relation to research grant management.
- Highly proficient in standard IT packages (Microsoft Word, Excel and PowerPoint) and experienced in using grant management software (e.g. Symplectic Grant Tracker).
- Able to work flexibly and effectively as part of a small team and actively collaborate with colleagues in other teams.
- Actively promotes our commitment to equity, diversity, inclusion and allyship.

# YOUR ROLE: THE NUTS AND BOLTS

- Your line manager:** Assistant Director of Research
- Job level:** Band 4 – Manager or Technical Expert
- Contract:** Permanent
- Hours:** Full time; 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring.
- Location:** Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office two days a month (but ideally more frequently) and we may need you to come in for specific meetings.

Occasional travel within the UK to visit researchers or represent the charity at external events and/or at national or international conferences may also be required.

## WHERE DOES MY ROLE FIT IN THE ORGANISATION?

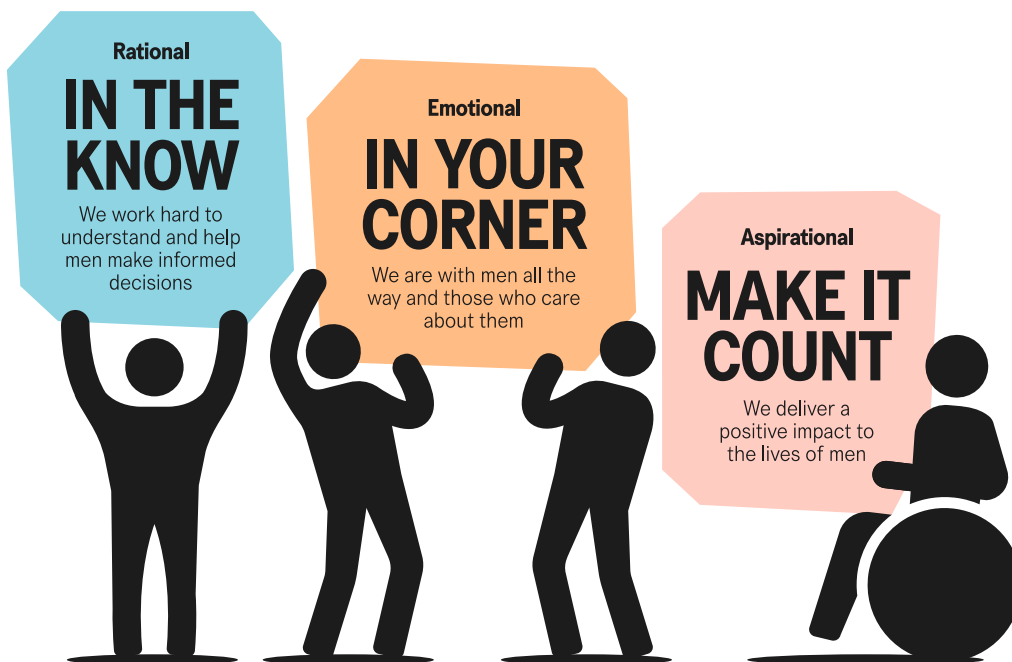


# OUR CULTURE

## VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

## OUR VALUES



## OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
<b>GENEROUS WITH KNOWLEDGE</b> Switched on and well-connected, we share our expertise and make informed decisions.	<b>GOT YOUR BACK</b> Unembarrassed and reassuring, we listen, understand and stand up for those in need.	<b>DO WHAT MATTERS</b> Impossible to ignore, we focus on what matters to drive results and maximise our impact.
<b>NATURALLY CURIOUS</b> Constantly learning and hungry for knowledge, we challenge and push for answers.	<b>OPEN TO ALL</b> Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	<b>NEVER SETTLE</b> Fired up and determined to make a difference in everything we do – and driven to give our best.

# HOW TO APPLY

To complete your application, you will be asked to upload your CV and complete the supporting information section through our application portal. Please fill in parts one and two of our application for your personal statement, both have an 8000-character limit. You may wish to use a method such as the '[STAR](#)' technique or similar. When completing the statements please ensure you clearly provide a full and relevant example of how the criteria apply.

## PART ONE

**Please address the core/essential skills, experience and competencies required using real examples where possible and tell us in what ways you are a good match for the role.**

This provides you with a great opportunity to showcase your knowledge, skills and experiences with the most important aspects of this role which will be used in reviewing and shortlisting applications, for example:

- Your experience of working in the research funding/management sector.
- Your understanding of research grant management and experience and understanding of the successful delivery of clinical trials.
- Your scientific background and knowledge of the biomedical research environment.
- Your experience in establishing and building strong working relationships with a wide range of stakeholders, including senior researchers, senior colleagues, trustees, corporate partners and committee members etc.
- Your experience in project management, showcasing your ability to organise and prioritise a diverse workload depending on business need, delivering to stipulated timeframes whilst consistently maintaining the highest standards.

## PART TWO:

**Please provide us with any further supporting information that you feel will benefit your application. You may want to reference the values and behaviours sections.**

This provides you with a great opportunity to further support your application, showcase your understanding of the role and how you feel you will be able to contribute to the success of Prostate Cancer UK.

Apply via our [jobs page](#). If you require any adjustments or assistance, please email [hr@prostatecanceruk.org](mailto:hr@prostatecanceruk.org)

We look forward to receiving your application!