

JOB DESCRIPTION

JOB TITLE: Scientific Program Manager in Cancer Genetics

DIVISION: Division of Genetics and Epidemiology

RESPONSIBLE TO: Professor Clare Turnbull

OBJECTIVE OF THE POST:

To provide scientific and logistical management for a complex 5-year £4.3 million CRUK-funded programme delivering data resources and tools to support implementation of cancer susceptibility genomics within NHS services. Supported by a fulltime junior project administrator, the post holder will oversee programme delivery of inter-related workpackages involving researchers and clinicians from 6 partner university as well as Public Health England, NHS England, Health Education England and NHS Digital. The post holder will focus primarily on coordination of interactions between PHE, Health Data Insight, CRUK, AIMES, University of Oxford Data Sciences and academic data analysts at University of Cambridge and ICR, to facilitate the linkage of NHS data on germline cancer susceptibility gene testing to national datasets (such as cancer registry (NCRAS) and hospital episodes (HES)).

PROJECT DESCRIPTION:

A **Scientific Program Manager** is required to work with us on delivery of our recently awarded £4.3 million CRUK Catalyst Award: "CanGene CanVar: Data Resources, Clinical and Educational Tools to leverage Cancer Susceptibility Genetics for Early Detection and Prevention of Cancer", running 2019-2024 (<http://cangene-canvaruk.org/>). This large programme has been designed to produce research and resources that will improve how we deliver national NHS testing for cancer susceptibility genes such as BRCA1, BRCA2 and Lynch Syndrome genes. It will involve working with a large team of scientists, clinicians and patients highly passionate about achieving this goal.

This complex programme of work involves 16 PIs from six Higher Education Institutes (ICR, Cambridge, Southampton, Manchester, Oxford and St George's University London) as well as Public Health England (Health Data Insight). The programme is structured into six inter-related Work-Packages of which the post holder will be focused on WorkPackage 2.

- 1: Collection, linkage and analyses of nationally-collected genomic and cancer data
- 2: Data Clinical Laboratory Resources for Genomic Cancer Variant Interpretation
- 3: Dynamic Evidence-based Guidance for Clinical Geneticists, Oncologists and GPs
- 4: Patient-facing tools for decision-making and understanding risk
- 5: Medical Education
- 6: Ethics, Governance and Policy

Professor Dame Sue Hill and Ellen Graham from NHS England are named collaborators on the award on behalf of the NHS Genomic Medicine Service and we shall be working closely to coordinate national working groups. Delivery of the educational component will be in collaboration with Health Education England; Dr Anneke Sellars from the Genomics Education Programme is likewise a named collaborator. There are also over 40 additional collaborators on the Program, involving international researchers, NHS clinical geneticists,

genetic counsellors, clinical scientists, oncologists and GPs, commercial partners and a PPI group comprising representation from various relevant patient groups.

We are seeking an individual with an exceptional track-record in managing complex scientific programs/organisations/workflows, in particular those (i) related to EMR/health data research and/or (ii) of a highly translational NHS-facing nature. We would anticipate that the successful candidate would have a background in biomedical science (research/diagnostic) and a strong interest in cancer prevention, genomics, and health service implementation/transformation.

The post holder will oversee and manage a full time programme administrator, together forming the programme management team, together responsible for:

- (i) workflow management, coordination and delivery of Work-Package milestones including coordination between co-investigators/collaborators and management of inter-dependencies,
- (ii) organization of all programme meetings,
- (iii) liaison with CRUK teams including contracts and comms
- (iv) interaction with the finance departments of ICR and other bodies for management and reporting of programme funds
- (v) programme communications and social media.

Specifically, the post holder will lead on management of Workpackage 1, involving **processing, linkage and longitudinal analysis of deidentified individual-level datasets** for individuals carrying high-risk variants in cancer susceptibility genes. Through management of WorkPackage 1, the post holder will evolve an excellent understanding of the people and processes involved in each component stage:

- Pseudonimisation and submission to PHE of individual level data from NHS genomics laboratories
- QC, modelling, harmonisation and storage of data within PHE
- PHE ODR/NCRAS governance and permissions
- Data linkage to NCRAS, HES and ONS datasets
- De-identification and secure release of data, including PHE ODR
- Establishing a secure data environment with regulated access for approved researchers.

This is an excellent opportunity to work closely with the Genomics and NCRAS teams at PHE, HDR-UK, Oxford Dept Data Science (Lead: Eva Morris), CRUK-AIMES and leading Cambridge genetic epidemiologists (Antoniou, Pharoah, Tischkowitz).

Whilst supported closely by Turnbull, it is anticipated that the post holder will have sufficient relevant experience to lead on all work-planning, communications, completion of requisite applications and interactions with involved stakeholders for WorkPackage 1.

The post holder will report to Turnbull (at least) weekly, to the programme Executive Committee (Turnbull, Tischkowitz and Eccles) monthly, to the Management committee (all workpackage leads) quarterly and to the programme Steering Group (all workpackage leads plus CRUK and PPI rep) six-monthly.

The post will be located at ICR Sutton, where several of the other programme clinical and scientific appointees/students will be located. Occasional UK travel may be required. For the right candidate, we are very open to flexible daily/weekly work-patterns including part-time working.

The post will be situated within the Division of Genetic and Epidemiology in the laboratory of Professors Clare Turnbull and Richard Houlston FRS, which comprises 20-25 post-doctoral scientists, bioinformaticians and students involved in a range of projects relating to Cancer Genomics. As well as leading on delivery of this CRUK Catalyst Program, Professor Turnbull also undertakes a range of clinically-focused research work on susceptibility, somatic and functional cancer genomics.

Informal enquiries are welcome and can be made to Professor Clare Turnbull - (Clare.Turnbull@icr.ac.uk). Please note – this address is for enquiries only and applications must be submitted on-line, via the e-recruitment system.

KEY DUTIES & RESPONSIBILITIES

- To provide liaison with representatives from partner and stakeholder bodies including but not limited to 6 partner universities, Public Health England, NHS England, Health Education England, NHS Digital and UK clinical centres.
- To provide strategic project management to advance complex interdependent activities around data permissions, data transfer and data security.
- To manage applications relating to governance and data security
- To produce sensitive and mature written communication for stakeholder organisations
- To oversee delivery of milestones of 6 component work-packages
- To coordinate logistics of work-packages across partner organisations
- To manage programme finances and internal and external financial reporting
- To manage annual reporting to programme funders
- To manage internal and external communications, including but not limited to management of programme website and social media, liaison with ICR communications team, the CRUK communications team and those of other partner bodies
- To organise external meetings involving national and international participants
- To present orally regarding the programme to internal and external stakeholder audiences
- To prepare written outputs for internal circulation and external publication
- To support appointment of programme personnel and students
- To provide direct line-management and supervision of a junior program administrator
- 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.

APPOINTMENT DETAILS

Appointment will be on a Fixed Term Contract for 2 years in the first instance, extendible to 4.5 years pending review of requirements of the role. The full salary scale is in the range from £39,000 to £48,900 p.a. inclusive. Starting salary will be based on previous experience and it is anticipated this will be £39,000 p.a. inclusive.

Annual leave entitlement is 28 days per annum. There is an additional entitlement to 8 bank/public holidays and 3 ICR-set privilege days.

Benefits include a contribution-defined benefit pension scheme

This job description is a reflection of present project portfolio and is subject to review and alteration in detail and emphasis in the light of scientific developments.

PERSON SPECIFICATION

CRITERIA	Essential or Desirable?
Education & Knowledge	
MSc/PhD degree in a relevant subject OR professional healthcare qualification (eg NHS clinical scientist)	E
Qualification in project management	D
Experience	
Experience in management of complex healthcare systems eg research programs, programs of clinical transformation, NHS diagnostic lab systems	E
Experience in coordination/management of a team	E
Experience in interactions with senior clinicians/researchers	E
Experience in grant management and financial reporting	E
Experience in management of health data research	D
Experience in interactions with national public sector bodies	D
Experience in Cancer Research	D
Experience in Genomics Research	D
Experience in NHS implementation	D
Experience in software development	D
Experience in website design/content management	D
Experience in communications/management of social media	D
Skills	
Navigation of data governance systems for NHS R&D/IRAS/PHE/HDR-UK	D
Use of software packages for basic data analysis	E
Use of software packages for basic image generation	E
Use of social media platforms	D
General	
Excellent organizational skills and attention to detail	E
Ability to work independently and problem solve	E
Excellent written communication skills	E
Excellent verbal communication skills	E
Interest in cancer research and genomics	E
Ability to work professionally and collaboratively within a team	E