ICR The Institute of Cancer Research

in partnership with CANCER RESEARCH UK

JOB DESCRIPTION

JOB TITLE: **Senior Study Coordinator in Cancer Genetics**

DIVISION: Division of Genetics and Epidemiology
Molecular and Population Genetics Team

RESPONSIBLE TO: Professor Clare Turnbull

OBJECTIVE OF THE POST:
To provide coordination for an exciting CRUK-funded study examining delivery of BRCA-gene-testing using a digital platform to patients with breast cancer. Working closely with the Chief Investigator, the post holder will manage a wide-range of study logistics including (i) coordination of a software development company and expert clinicians in development and optimisation of the digital platform (ii) delivery of the pilot study (1000 patient) at two centres (Royal Marsden and Manchester) working with local research genetic counsellors (iii) coordination of input from stakeholder groups, including charities, patient support groups, researchers, clinicians and senior members of NHS England and Health Education England. The post holder will also coordinate finances and external communications for the project.

PROJECT DESCRIPTION:
This project has been designed to evaluate delivery of genetic testing for the BRCA genes via a digital platform (supported by access to a Genetic Counsellor telephone hotline). Although the cost of genetic sequencing has fallen dramatically, access to genetic testing is still highly restricted, in large part due to limitation in the availability of genetic counsellors and genetically-trained doctors. Through this project, we are looking to develop new pathways to genetic testing that will not only facilitate more rapid, high throughput testing accessible to more patients, but will be more patient-centred, allowing them to access and consider important information regarding genetic testing in their own timescales, at their own home. We have engaged a strong clinical leadership comprising clinical geneticists, oncologists, breast surgeons and genetic counsellors, to ensure broad adoption.

We will be undertaking a pilot study involving 1000 patients: 700 will go through the BRCA testing via the digital platform (with access to a Genetic Counsellor hotline) whilst 300 will have conventional counselling 1:1 by a genetic counsellor (by telephone). Genetic testing will be performed using a saliva sample. The logistics of the testing process will be handled via the digital platform and the majority of results will be returned digitally. The study will bw coordinated at ICR, involving trial management support from the University of Sussex Clinical Trials Unit and SHORE-C, molecular testing at the Centre for Molecular Pathology (ICR/Royal Marsden) and recruitment at the Royal Marsden and Manchester Foundation NHS Trusts. Supporting the study will be a broader group of expert stakeholder collaborators including health economists, medical ethicists, clinical geneticists, oncologists, breast surgeons, genetic counsellors, expert patients and representatives from relevant patient groups and charities, who will give guiding input via a number of advisory panels.

Professor Dame Sue Hill and Ellen Graham from NHS England are named collaborators on the award, representing the NHS Genomic Medicine Service: we shall be working closely with them as results emerge from the study to leverage opportunity for early evaluation for commissioning and larger-scale implementation studies. Delivery of the digital content will be led by Professor Tatton Brown and Dr Katie Snape (St Georges University London), experts

in digital platforms for medical education, working alongside Dr Anneke Sellars from the Genomics Education Program, Health Education England.

Description of role
We are seeking an individual with an exceptional track record in management of NHS-facing research activities in particular those involving (i) digital technology (ii) (non CTIMP) clinical trials, (iii) genetics and/or oncology and/or cancer prevention. We would anticipate that the successful candidate would have a background in biomedical science or a professional healthcare background as well as a strong interest in cancer prevention, genomics, and health service implementation/transformation.

The study coordinator will work closely day-to-day with the chief investigator, Professor Turnbull, and will ample support from other project management staff in the Turnbull team. The post holder will report to Turnbull (at least) weekly, to the Study Management Committee (monthly) and the Scientific Steering Committee (6-monthly)

The post will be located at ICR Sutton. Occasional UK travel may be required, in particular for a short period around study set-up in Manchester. For the right candidate, we are very open to flexible daily/weekly work-patterns.

The post will be situated within the Division of Genetic and Epidemiology in the laboratory of Professors Clare Turnbull, which comprises project managers, clinicians, post-doctoral scientists/bioinformaticians and students involved in a range of projects relating to Cancer Genomics. A well as this project, Professor Turnbull also leads a large CRUK Catalyst Program around interpretation of genetic risk, CanGene-CanVar (http://cangene-canvaruk.org/) and 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 coordinate attainment of study approvals via local and national bodies
- To coordinate stakeholder input for software development
- To oversee study set-up, dry-runs and wet-runs at 2 centres (Marsden and Manchester)
- To oversee training and work coordination for 2 research genetic counsellors
- To oversee day-to-day logistics of the study including supply of materials and transfer of samples
- To coordinate quality checks and transfer of data between clinical centres, molecular laboratory, study HQ and Sussex CTU.
- To coordinate meetings of consultative groups of clinicians, scientists and patients
- To manage annual reporting to program funders

- To manage internal and external communications, including but not limited to management of program 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 program to internal and external stakeholder audiences

- To prepare written outputs for internal and external circulation

- To manage program finances and internal and external financial reporting

- 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. The full salary scale is in the range from £32,000 p.a. to £44,400 p.a. inclusive. Starting salary will be based on previous experience.

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

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	
BSc degree in a relevant subject OR professional training in healthcare discipline	E
Qualification in project management	D
Experience	
Experience in delivery of clinical research within NHS	E
Experience in management of clinical trial data	D
Experience in grant management and financial reporting	E
Experience in interactions with senior clinicians/researchers	E
Experience in direct communication (verbal/written) with patients	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	
Use of software packages for basic data analysis	E
Design and optimisation of research databases	D
General Skills	
Interest in cancer research and/or genomics	E
Interest in clinical transformation	E
Ability to interact professionally and compassionately with patients	E
Ability to work independently and problem solve	E
Excellent attention to detail in data management	E
Excellent organizational skills and general attention to detail	E
Excellent written communication skills	E
Excellent verbal communication skills	E