



Science Policy Intern Candidate Information

January 2023

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 second in the league table of university research quality compiled from the Research Excellence Framework (REF 2022).

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.

Policy and Engagement Team, Communications and Policy Directorate

The Policy and Engagement team give the ICR a voice on policy issues related to the ICR's work and influence policy development in high-priority areas. We also support staff who are engaging the public and coordinate opportunities to make young people aware of the opportunities for careers in science.

The role of the Communications and Policy Directorate is to tell the ICR's story. The ICR is world-renowned for its outstanding cancer research – and it deserves communication to match. We believe that communicating effectively about the ICR's work can help us build on our successes – attracting donors and supporters, the best staff and students, commercial partners and collaborators.

Our mission
is to make the
discoveries that
defeat cancer.

Science Policy Intern

Candidate Information

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

Science Policy Intern

Candidate Information

Job description

Department / division:	Communications and Policy
Staff group:	Work placement
Hours / duration:	Full time (35 hours per week), Monday to Friday. Fixed term for 3 months
Eligibility:	Currently studying for a PhD in Biology/Biomedical Science/Health or Science Policy or closely related subject
Reports to:	Science Policy Manager
Main purpose of the job:	<p>The Policy Intern will support the Policy team to deliver the ICR's programme of science policy, public affairs and science information work. Working closely with the Science Policy Manager and Officer, the post holder will help to develop ICR positions about key areas of cancer research policy for use in statements and consultation responses.</p> <p>The post holder will also help to promote the ICR's positions and interests to policy makers by supporting the delivery of the public affairs strategies, to ensure the policy landscape maximises the impact of the organisation's research for people with cancer.</p> <p>In addition, the post holder will assist in the production and quality control for a range of science information materials to ensure the organisation speaks as consistently as possible about itself and its research.</p>

Duties and responsibilities:

Policy work

To work closely with the Science Policy Manager and Officer to support the delivery a programme of policy, public affairs and information activity for the organisation.

To work effectively with scientists, clinicians and members of other directorates across the ICR to ensure a collegiate approach to drawing up policy positions.

To support the preparation of credible policy positions on science, and the conduct and implementation of research, and prepare responses to relevant consultations and calls for evidence.

Science Policy Intern

Candidate Information

To prepare timely internal briefings on relevant policy announcements, and external reports and briefings on priority policy areas.

To monitor the UK political climate and engage in public affairs work with government and other key stakeholders, including attending relevant stakeholder meetings regarding life sciences and the research sector.

To work with the Content and Community team within the Communications directorate to ensure policy and information materials are effectively communicated through digital channels within the ICR and externally.

To work with the Media Relations team in the Communications directorate to help convey credible and accurate messages about the ICR and its science and policy positions to journalists.

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.

Science Policy Intern

Candidate Information

Person specification

Education and Knowledge

Currently studying for a PhD in a Biology/Biomedical Science/Health or Science Policy or closely related subject.	Essential
Understanding of the medical research environment or academic environment.	Essential

Skills

Highly scientifically literate	Essential
Excellent written and verbal communication skills	Essential
Excellent analytical skills	Essential
Good organisation	Essential
Attention to detail	Essential
Strong interpersonal skills	Essential
Good influencing skills	Desirable

Experience

Experience of writing about scientific or medical subjects for general audiences	Desirable
Scientific research experience	Desirable
Experience of use and presentation of statistics	Desirable
Experience of working in a team	Desirable

Science Policy Intern

Candidate Information

Further information

You may contact **Chloe Bennett** for further information by emailing chloe.bennett@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.

The closing date for applications is **Friday 21st October at 5:00pm.**