

CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Head of Research Funding

Closing date: 5pm, Monday 24th January 2022

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For more information about the organisation please visit our website: www.wcrf.org

WELCOME

World Cancer Research Fund International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States, UK, Netherlands and Hong Kong.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf.org.

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,
Human Resources

VALUES



EVIDENCE BASED

We are an authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.



INCLUSIVE

Everyone counts – we value, respect and trust each other.



INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.

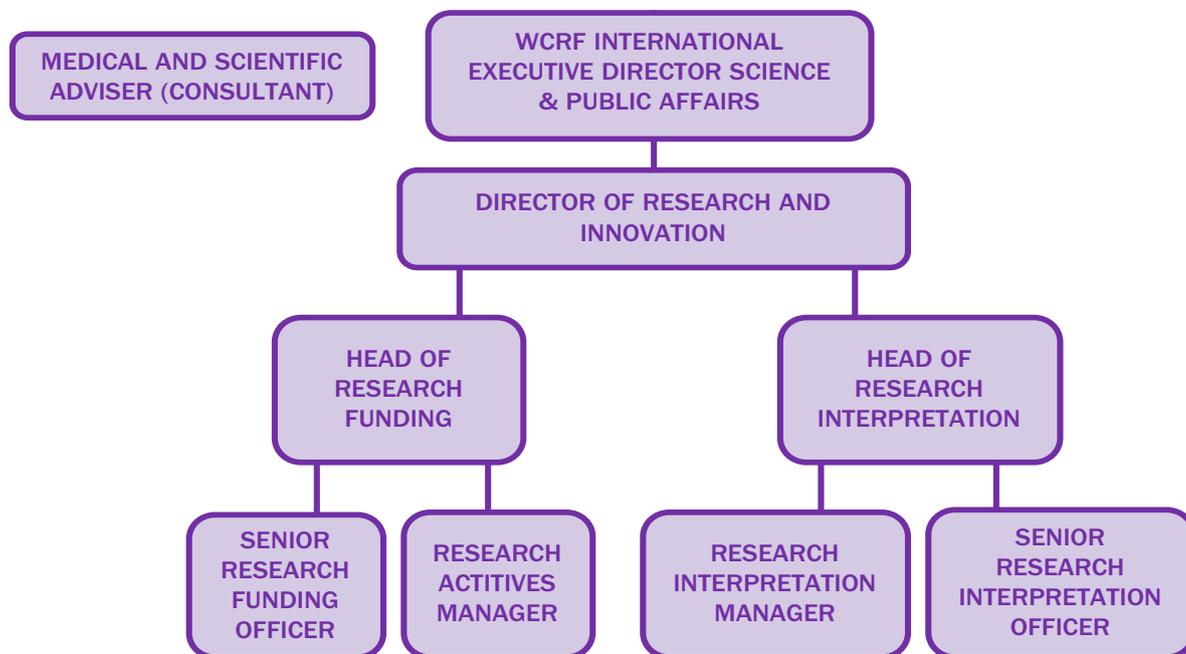
ABOUT THE ROLE

We are seeking an experienced Head of Research Funding to manage an international portfolio of research projects and other activities relating to the role of diet, nutrition and physical activity on cancer risk and progression. The post holder will also support the Director of Research and Innovation with the strategy of the WCRF International research portfolio and will lead on the review and evaluation of the impact of our funded research to inform the further development of the grant programme as part of our strategic goals as well as to demonstrate the impact of individual research projects for science communications and fundraising efforts.

Who you will be working with:

You will be working closely with the Director of Research and Innovation, Research Activities Manager and Senior Research Funding Officer. There will also be significant interaction with colleagues around the network and external stakeholders around the world to drive research innovation, effective research dissemination and assist with income generation working closely with Fundraising colleagues and their supporter networks.

World Cancer Research Fund International's Science and Research Department



What we are looking for:

- Proven experience of research management in a research funding organisation
- Experience of organising/convening meetings and managing research committees
- Knowledge of measuring impact and evaluating research programmes
- Skilled in interpreting and articulating scientific or complex concepts to lay or professional audiences
- Proven experience working and interacting with other teams and external stakeholders
- Experience of managing staff (including setting objectives, motivating staff, performance management) and strong team-building skills
- Educated to postgraduate level (PhD level is desirable) in biological or life sciences
- Demonstrable understanding of the role of diet, nutrition and physical activity in cancer prevention and survival is desirable
- Experience as a media spokesperson is desirable

JOB DESCRIPTION

Job title	Head of Research Funding
Department	Science and Research Department
Reporting to	Director of Research and Innovation
Responsible for	Senior Research Funding Officer and Research Activities Manager
Contract	Permanent
Location	London N1
Hours	37.5hrs per week – full time We're a hybrid working employer, meaning you're required to come into the office on average 2-3 days per week.
Salary	FTE: £45,000-50,000 per annum, plus benefits

Department description	
<p>World Cancer Research Fund International’s Science and Research Department comprises two teams – Research Funding (RF) and Research Interpretation (RI). Each team is responsible for specific programmes of work but there is considerable crossover and engagement across them.</p> <p>The RF team supports high quality and innovative research via our Regular Grant Programme on the effects of diet, nutrition and physical activity on cancer prevention and survival, managing an international portfolio of projects and working with researchers around the world. The RF team also supports our Academy programme, aimed at developing future leaders in the field and our Conference programme, ensuring that our work is disseminated widely on the international stage. The Academy programme allows scientists to attend courses and international meetings and contribute to educational activities aimed at building capacity in the field. Through our Academy Alumni we remain connected with our fellows, who get involved in future WCRF activities.</p> <p>The RI team works to ensure the Global Cancer Update Programme (CUP-Global)– our global analysis of the data linking food, nutrition and physical activity to cancer prevention and survival – is conducted to the highest standards. The CUP-Global is a flagship project of the World Cancer Research Fund (WCRF) network and the only initiative of its kind in the world. It is carried out in collaboration with Imperial College London, some other collaborators in the UK, the Netherlands, the US and Spain and an external expert panel. The RI team is also responsible for collating global cancer statistics and preparing estimates of how much cancer could be prevented through a healthy diet, weight and physical activity.</p> <p>The Science and Research Department also partners with like-minded organisations and takes part in key national and international initiatives and collaborations when appropriate to help us achieve our goals and reach a broader audience. The department also provides strategic direction and support for science-related activities throughout the network and interactions with other departments in the UK and the rest of the network.</p>	
Main purpose of the role	
<p>The Head of Research Funding will be responsible for the overall management of World Cancer Research Fund International’s Research Funding portfolio and specifically the Regular Grant programme. They will also be responsible for the Conference and Academy Programmes as well as our WCRF HK presence. The latter comprises of an annual workplan with ambassadors in Hong Kong in order to promote our work in the HK/China region. The postholder will seek for opportunities of interaction between the different programmes to better achieve the Academy and Conference programmes goals and reach a broader audience.</p>	

The post holder will lead on all aspects of the grant cycle including the development of research calls and the oversight and management of the grant panel meetings and the peer review process, as well as the effective monitoring of funded projects.

The post holder will also assist the Director of Research and Innovation with the strategy of the WCRF International research portfolio and will lead on the review and evaluation of the impact of our funded research to inform the further development of the grant programme as part of our strategic goals as well as to demonstrate the impact of individual research projects for science communications and fundraising efforts. They will be responsible for implementing funding priorities and developing processes for pre-award assessment as well as post-award monitoring to maximise the impact of our funded research. They will also contribute to innovation efforts in all the science activities within their remit.

The postholder will also work closely with the Head of Research Interpretation on AMRC principles and guidelines and for overall cohesiveness between the two teams within the Science and Research Department.

The post holder will be part of the senior management team in our London office and will provide country support and assist the Director of Research and Innovation and the Executive Director, Science and Public Affairs in ensuring effective communication on science related issues with colleagues throughout the network.

The post holder will act as a spokesperson for the network on mainly grant programme related media activities, working closely with colleagues in the Communications Department to determine how to best utilise the science and media aspects of the grant programme outputs to promote and communicate the science to a range of audiences, including the public, health professional and scientists.

While it is expected that most aspects of the role will fall within the main areas outlined above, the post holder will also be expected to contribute to other aspects of wider science department work, and also science-related web work, when required.

The Head of Research Funding will report to the Director of Research and Innovation and will be responsible for two direct reports:

- Senior Research Funding Officer
- Research Activities Manager

The Head of Research Funding will work closely with the other members of the Science and Research Department as outlined above.

Main duties and responsibilities

A	Research Funding Strategic Activities
1	Work closely with the Director of Research and Innovation to support research strategy development
2	Lead on shaping the grant programme strategy and grant funding mechanisms and priorities
3	Contribute to the innovation strategy for research activities
4	Build and maintain excellent professional relationships with applicants, grantees and committee members and other external organisations and individuals which influence our funding strategy
5	Develop new initiatives and collaborations with other cancer research funders and manage existing ones
6	Contribute to the budget as it relates to the research funding function

7	Lead on the Association for Medical Research Charities (AMRC) consultations and attend any relevant meetings as necessary and make sure that grant programme processes are in line with research management guidelines.
8	Lead on strategy for evaluating and measuring the impact of funded research projects and programmes
B	Research Funding Grant Programmes (Regular and special grants)
1	Lead the team on the pre-award and post-award activities
2	Lead on all operational aspects of the grant funding process, ensuring adherence to best practice guidance and the highest standard in quality assessment, including the Initial assessment of applications for suitability and eligibility, peer review process, providing feedback to successful and unsuccessful applicants
3	Development of new funding schemes and the promotion of new calls as appropriate
4	Head the secretariat of the Research Grant Programme Panel, overseeing meeting logistics and preparation of paperwork pre- and post- Panel meetings
5	Oversee Grant Panel membership, including the management of the process of appointing new members
6	Oversee the patient and public involvement in grant funding and decision making
7	Work with the Operations Department to manage grant finances
8	Develop documentation for the Board for review by the Director of Research and Innovation and senior executives
9	Negotiate funding agreements for projects recommended for funding, including the negotiation of milestones, financial agreements, intellectual property and reporting requirements
10	Lead on the monitoring of the active grants including monitoring of scientific and financial performance, reviewing Intellectual Property (IP), dissemination and impact strategies and plans
11	Lead on the WCRF International Research Programme liaison visits
C	Academy Programme, Conference Programme and HK presence
1	Identify synergy between the grant programme and the other programmes (Academy, Conferences and CUP)
2	Integrate the Academy Programme with the Grant Programme, in order to increase its impact
3	Represent WCRF with the ICRP activities and the Child Health Research Consortium
4	Contribute to the science activities for the HK presence and the conferences programme
D	Research Funding Cross Departmental Activities
1	Lead the process of announcing newly funded grants, provide training on grants for WCRF staff and deliver the science inductions as they relate to research funding activities
2	Work collaboratively with the charity's senior managers and network Directors and contribute strategically to Fundraising meetings and to the income generation approaches by developing impact reports and case studies of our funded research and by providing general advice about our research portfolio
3	Review Fundraising proposals and act as the first point of contact for Fundraising requests, as well as oversee the development of summaries of research projects targeted to lay and scientific audiences
4	Positively represent the Research Funding team in daily interactions across all levels of the organisation
5	Provide effective network country support and assist the Director of Research and Innovation and the Executive Director of Science and Public Affairs in ensuring effective communication on science-related issues with colleagues and external stakeholders.
6	Contribute and lead as appropriate the promotion of our work on the Open research platform
7	Be responsible for any further development and implementation of the grant managing system, especially regarding the scientific coding/developing of outline forms, progress reports and review process, acting as the senior business contact for the system
8	Carry out research projects into science and research-related areas and contribute to scientific

	papers and blogs when required
9	Act as a spokesperson as it relates to the grant programme and the Academy and contribute to press releases and quotes
10	Contribute to social media activities (eg twitter and blogs) to promote the grant programme and associated work.
E	Line management responsibilities
1	Responsible for the Research Funding team, with direct line management of the Research Activities Manager and the Senior Research Funding Officer.
2	Lead, motivate, support and manage the Senior Research Funding Officer and the Research Activities Manager, including ongoing development, review and management of performance.
3	Support the Research Activities Manager on the projects they are managing including the Surveillance Activity by scanning periodically the landscape for any new guidelines/research priorities relative to WCRF network remit
F	General
1	Present to expert and non-expert audiences about WCRF research with expert authority
2	Work closely with the Head of Research Interpretation on AMRC principles and guidelines and for overall cohesiveness between the two teams within the Science and Research Department.
3	Represent WCRF International by attending meetings/conferences and participate as appropriate to promote our science work and to keep up to date with the latest developments in the field
4	Network to promote the organisation to external audiences
5	Active participation in senior management and other meetings eg London Office Managers' meetings
6	Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018)

PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

Experience	Extensive research/grants management experience
	Prior experience of successfully managing a broad grants portfolio
	Proven experience of negotiating funding agreements for projects recommended for funding
	Experience of organising/convening meetings and managing research committees
	Experience of working within a complex organisation where an appreciation for and sensitivity to cultural differences are essential
	Proven experience of effectively working and interacting with other teams and external stakeholders
	Experience of writing a variety of documents within a working environment, eg. letters, minutes of meetings, and meeting agenda packs
	Experience of managing staff (including setting objectives, motivating staff, performance management) and strong team-building skills
	Experience as an able and confident public speaker, with experience of being a media spokesperson
	Experience on evaluating research programmes and measuring impact of funded research
	Skilled in interpreting and articulating scientific or complex concepts to lay or professional audiences
Knowledge and technical skills	Demonstrable understanding of epidemiology as applied to nutrition and/or cancer
	Well-developed communication skills, which enable good negotiation, conflict resolution and feedback discussions through to desirable outcomes
	Knowledge of the aetiology, biology and biochemistry of cancer
	Understanding of IP and commercial aspects in the funding environment
	Understanding of the role of diet, nutrition and physical activity in cancer prevention and survival
Personal attributes	Ability to provide in-depth job knowledge and expertise to advise internal and external stakeholders
	Demonstrable decision-making ability and sound judgement; sees the big picture, can identify what's critical and make informed decisions with limited information, whilst knowing when to escalate issues
	Ability to allocate work, make best use of talents, steer staff towards achieving excellent results and giving difficult feedback where needed
	Ability to plan multilayer activities and prioritise conflicting demands to achieve team objectives within agreed deadlines, resourceful with a keen eye for detail and accuracy

	Ability to project manage a series of on-going activities, achieve a high output and demonstrate patience & perseverance when faced with setbacks and problems
	Ability to think independently and exercise sound judgment, including when under pressure and represent WCRF to external audiences
	Excellent inter-personal skills and ability to develop good working relationships with colleagues, other stakeholders and key audiences
	Ability to communicate effectively, both verbally and in writing, presenting information using a variety of approaches to a diverse range of people, to achieve a positive impact and understanding
	Ability to push yourself outside your comfort zone and achieve a high output while juggling many projects and take pride in producing quality work
	Ability to actively listen and reason under difficult circumstances with tact and maturity
	Ability to work collaboratively and sensitively to culture differences with external partners from a range of different disciplines and backgrounds
	Flexible approach to working in a small team, willingness to take on other responsibilities outside of job description and maintain a high-level of commitment in all circumstances.
	Ability to successfully plan and project manage a series of on-going activities
	Ability to proficiently perform moderately complex tasks using popular software packages such as Excel, Word, PowerPoint and databases
	An interest in the work and mission of WCRF International
	A commitment to own professional development
Education and Qualifications	Educated to postgraduate level (PhD level is desirable) in biomedical or life sciences
	Bilingual speaker - desirable but not essential

Please note: While the main duties of this role involve working on WCRF International projects, the role is contracted to, and is paid by, WCRF.

TERMS & CONDITIONS

Salaries

World Cancer Research Fund pays salaries into bank accounts once a month on the 26th of each month.

Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.30pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.30am and 10.00am (8.00am and 10.00am Monday and Friday) and leave between 4.30pm and 7.00pm (4.00pm and 7.00pm Monday and Friday). The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Annual leave

World Cancer Research Fund's annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

Sick leave

For full-time staff, World Cancer Research Fund allows up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

Pension plan

WCRF contributes into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee's contributions of up to 5% of the employee's salary each month.

Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks,

starting from the date a disability commences.

Season ticket loan scheme

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Cycle to work scheme

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Employee assistance programme

All employees, and their families, have access to a 24-hour confidential advice and support line.

Development opportunities

World Cancer Research Fund has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

Probationary period and notice period

The post-holder is subject to a 6-month probation period during which 2 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 3 months' notice period.

HOW TO APPLY

Recruitment timetable

Closing date for applications:	5pm, Monday 24 th January 2022
First interviews:	w/c 31 st January 2022

To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	
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Please tick the appropriate boxes below:

GENDER

Male		Female	
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DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes		No	
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ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi	
Black – African	
Black – Caribbean	
Black – Other (please specify)	
Chinese	

Indian	
Irish	
Pakistani	
White	
Other (please specify)	

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NATIONALITY

UK	
Other (please specify)	

.....

Thank you for answering these questions.

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION

We will retain your personal data for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

AUTOMATED DECISION-MAKING

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact:
The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.