

# National Cancer Research Institute

## Deputy Chair for the Head & Neck Group

### Background

The National Cancer Research Institute (NCRI) is a UK-wide partnership of research funders working together to maximise the value and impact of cancer research for the benefit of patients, carers and the public.

The NCRI Groups are pivotal in these efforts and are considered the core activity of the NCRI. As a well-established part of the UK's cancer research infrastructure, they provide a platform for researchers to collaborate; identifying and addressing areas of unmet need in cancer prevention, detection, treatment and support.

The NCRI currently manages [19 multidisciplinary Groups](#) with wide representation from the cancer research field including clinicians, scientists, patient and carer representatives, and allied health professionals.

### NCRI Head & Neck Group

The NCRI Head & Neck Group is a multi-disciplinary community of researchers and consumers focused on clinical and translational issues relating to head and neck cancer research. The group works closely with clinical research networks, funders and national and international researchers to develop research to improve outcomes for head and neck cancer patients and identify areas of unmet need.

The NCRI Head & Neck Group is looking to for a new Deputy Chair to support the Chair establish a new structure and strategy. The new Head & Neck Group Deputy Chair will play a key role in the delivery of the new strategic priority areas and work with the NCRI Executive to establish the new Working Groups in late-2022.

The Group will be innovative and strategic, developing new research or undertaking projects to improve the prevention, early detection, treatment and quality of life of patients with head and neck cancer.

The Group will maintain oversight of the research activities in the UK and internationally, and play a coordinating function between various stakeholders, including researchers, the government, charity, industry and patients and carers.

### NCRI Head & Neck Group Remit

The remit of the NCRI Head & Neck Group is to:

- Develop research studies (population-based cohort studies, clinical studies etc.) and/or undertake projects in the area of head and neck cancer that set and drive the UK national research agenda.
- Catalyse activity in areas of unmet needs.
- Link to the wider research environment including (but not limited to) researchers, government, charity organisations and industry and patients and carers affected by cancer.
- Maintain oversight of the national portfolio across the field and coordinate activities between various stakeholders to maximise research effort as appropriate.
- Ensure a multidisciplinary approach to research.
- Foster collaboration with various groups and networks in the area of head and neck cancer and work strategically with them to limit duplication of research.
- Nurture the development of NCRI Consumers Forum members (or patients, carers and others affected by cancer) and NCRI Early Career Researchers (ECRs) through mentoring and training opportunities.
- Offer feedback and recommendations to researchers from the wider research community on their studies through peer review or “Proposal Guidance” meetings.
- Build a recognisable brand for head and neck cancer in the cancer research community in the UK and internationally.

### Role profile

Role title	Deputy Chair of the NCRI Head & Neck Group
Reports to	Chair of the NCRI Head & Neck Group
Location	Own institution/hospital (if opportunity arises, there may be a need to travel to London).
Salary	Voluntary role
Commitment required	Approx. 1 working day per month on average.
Application deadline	<b>23:59 Sunday 10 July 2022</b>

### Responsibilities for Deputy Chair

- Lead work to identify research gaps and priorities on an ongoing basis.
- Support and facilitate the development of the Group’s outputs (research studies or projects and workshops) in priority areas identified.
- Contribute to national initiatives in the field, to develop and share best practise and to reduce silo working.
- Promote a culture of innovation and creativity within the Group.
- Provide a platform for shared learning for the Working Groups.

- Work closely with the NCRI Groups Team to ensure meetings and projects are functioning effectively as well as to ensure there is a broad range of expertise on the Group.
- Proactively develop effective relationships with key stakeholders in cancer research in the charity sector, public sector organisations and other relevant organisations to further the aims of the Group.
- Champion involvement and engagement of patients, carers and others affected by cancer in the research.
- Ensure involvement of early careers researchers (ECRs) in each of the Group's strategic priority areas.
- Report to the NCRI Board annually and through the triennial peer review mechanism.
- Bring impartiality and objectivity to Group meetings and decision-making.
- Identification of future Deputy Chair when time arises for position to succeed Chair.
- Support the Chair of the Head & Neck Group as needed.
- Deputise for the Chair of the Head & Neck Group as needed.
- Work with the NCRI Executive to support formation of panels of experts for Proposal Guidance meetings.
- Work with the NCRI Executive to support the expansion and communication of and to the NCRI Head & Neck Network.
- Attend quarterly meetings virtually via MS Teams which will last approximately 2 hours.

### **Key qualities, experience and behaviours**

The Deputy Chair must be able to display or have the attributes below:

- Extensive experience as a researcher in the field and achievement of academic excellence in cancer research.
- Ability to work with stakeholders at all levels across a range of organisations.
- Strong leadership and communication skills.
- Impartiality, fairness and the ability to respect confidences.
- Being bold with the ability to ensure decisions are taken and followed-up.
- Previous experience of chairing and facilitating research meetings effectively.
- Engaging and inclusive with a track record of promoting collaborative research.
- Strategic and forwarding thinking, with the ability to address challenges and provide innovative solutions.
- Passionate and driven about working together as a team and with the research community towards a common purpose to achieve better outcomes for all those affected by cancer through research.

### **Membership term**

The Deputy Chair will be appointed for one year and then upon review will succeed the Chair and hold that office for a further three years.

### **Remuneration**

This is a voluntary, not a remunerated, position. Since the COVID-19 pandemic the NCRI has transitioned its work online. This is much more cost effective and as such this will continue for the NCRI Groups. There may be some exceptions to this, as determined by the NCRI Executive. Any costs associated with face-to-face meetings that have not previously been signed off by the NCRI Executive will not be reimbursed.

Deputy Chairmanship can be considered as national work.

### **Applications**

If you are interested in serving as an NCRI Head & Neck Group Deputy Chairperson, please complete an online application form by **23:59, 10 July 2022**. You would need to complete screening questions and submit your CV in support of your application. Please note that interviews will take place virtually **on Friday 15 July 2022**.

Please visit the NCRI Groups webpage for more information on the Groups:

<https://www.ncri.org.uk/groups/>

Please contact Nicola Keat, Head of NCRI Groups, on 0203 469 5250 or by email to [Nicola.Keat@ncri.org.uk](mailto:Nicola.Keat@ncri.org.uk) should you wish to discuss your application. For further information on Groups including meeting frequency, membership composition, please see [NCRI Groups Remit/Terms of Reference](#).