

National Cancer Research Institute

NCRI Penile Study Group Chair and Deputy Chair

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 Penile Study Group

The NCRI Penile Study Group coordinate the development of a strategic portfolio of research within the field of penile cancer. The Study Group is looking for a new Chair and Deputy Chair to play a key role in the delivery of the Group's new strategic priority areas and work with the NCRI Executive to launch them in 2022.

The NCRI Penile Study Group will play a strategic role and include thought leaders in the field. It 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 penile cancer.

The Study Group will maintain oversight of the research activities in the UK and internationally in this rapidly moving space, and play a coordinating function between various stakeholders, including researchers, the government, charity, industry and patients and carers. The Penile Study Group is part of the NCRI Bladder & Renal Group, and the Penile Study Group Chair will attend Bladder & Renal Group meetings.

NCRI Penile Study Group Remit

The remit of the NCRI Penile Study Group is to:

- Develop research studies (population-based cohort studies, clinical studies etc.) and/or undertake projects in the area of penile 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 penile 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.
- Build a recognisable brand for penile cancer in the cancer research community in the UK and internationally.

Role profile

Role title	Chair of the NCRI Penile Study Group	Deputy Chair of the NCRI Penile Study Group
Reports to	Chair of the NCRI Bladder & Renal Group	Chair of the NCRI Penile Study Group
Commitment required	Approx. 1 working day per month on average.	
Location	Own institution/hospital (if opportunity arises, there may be a need to travel to London).	
Salary	Voluntary role	
Application deadline	12pm Thursday 21 July	

Responsibilities of Chair and Deputy Chair of Penile Study Group

- Lead work to identify research gaps and priorities on an ongoing basis.
- Plan and implement to deliver against the strategic priorities pertinent to the Study Group.
- Support and facilitate the development of the Study 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 practice and to reduce silo working.
- Promote a culture of innovation and creativity within the Study Group.
- 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 Study Group to achieve strategic priorities.
- 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 Study 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 Study Group's strategic priority areas.
- Bring impartiality and objectivity to Study Group meetings and decision-making.
- Attend quarterly meetings virtually via MS Teams which will last approximately 2 hours.
- Support NICE appraisals and identify experts in the Study Group and NCRI Bladder & Renal Network to review and respond to these.
- Provide Study Group update reports to the NCRI Bladder & Renal Group as part of the Annual Update and TER processes.

Specific responsibilities of Chair

- Attend and chair all Study Group meetings which will occur every 3 months. virtually via MS Teams and last approximately 2 hours. Work with the NCRI Executive to outline agendas, keep implementation plan up to date and approving meeting minutes.
- Monitor the progress against the Study Group's strategic priorities and ensure that outputs are reported on an ongoing basis.
- Represent the Study Group when reporting on progress, challenges and areas of potential collaboration with other stakeholders.
- Attend NCRI Bladder & Renal Group meetings – approximately every eight weeks which will take place virtually via MS Teams to report on the Study Group's progress against the strategic priorities.
- Be the face of the Study Group and spear head the Study Group's strategic priorities.

Specific responsibilities of Deputy Chair

- Support the Chair of the Study Group as needed.
- Deputise for the Chair of the Study Group as needed.
- Work with the NCRI Executive to coordinate and run proposals guidance sessions within Study Group meetings.
- Identification of future Deputy Chair when time arises for position to succeed Chair.

Key qualities, experience, and behaviours

The **Chair and 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 Chair appointment term will be for three years.

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

Chairs who are investigators on key studies that have been developed through the Study Group and whose term of office expires before the study has been completed will be asked to maintain contact with the Study Group.

Remuneration

This is a voluntary, not a remunerated, position. Since the COVID-19 pandemic the NCRI has transitioned its work online. This is a much more efficient use of peoples' time, and as such this will continue for the Study 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. Chairmanship and Deputy Chairmanship of the Study Group can be considered as national work.

Applications

If you are interested in serving as NCRI Penile Study Group Chair or Deputy Chair, please complete an online application form by **12pm, 21 July 2022**. You would need to complete screening questions and submit your CV in support of your application.

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 should you wish to discuss your application. For further information on Groups including meeting frequency, membership composition, please see NCRI Groups Terms of Reference.