

National Cancer Research Institute (NCRI)

Clinical Studies Groups (CSGs)



Clinical Studies Groups (CSG) Chairperson Role Profile

Purpose of the Clinical Studies Groups

The NCRI Clinical Studies Groups (CSGs) were formed over ten years ago with UK wide strategic remit to develop and maintain a comprehensive national portfolio of clinical trials and studies in health services research (click [here](#) to see the full remit).

Appointment of CSG Chairs

Chairs will usually be a current CSG member, however former members and other outside applicants are not precluded from applying. Appointment will be for three years in the first instance, with the possibility of a three-year extension.

At the end of a term of chairmanship, an out-going Chair is required to step down from the CSG. After a period of one year, they may reapply to the CSG, should they so wish, and will be considered in open competition against other applicants.

Duties and responsibilities of CSG Chairs

The Chair is responsible, either directly or by delegation, for the following:

- Developing new trials
- Overseeing the portfolio of trials developed or adopted by the Group
- Contributing to studies developed or adopted by the Group
- Monitoring the progress of the Group
- Ensuring CSG members are enabled and encouraged to make effective contributions to the Group, with well-defined tasks and direction setting clearly agreed, especially for new members
- Proposing membership of the Group in consultation with the CRG Team
- Reporting to the NCRI Board annually and through the quinquennial review mechanism
- Providing advice to the NCRI and attending meetings as needed
- Act as a spokesperson for the CSG and attend NCRI Chairs' Forum meetings
- Promoting good clinical research practice
- Liaising with the CRG Team to ensure monthly updates to the portfolio maps are completed
- Receiving input from the NIHR CRN: Cancer

- Providing input to the Experimental Cancer Medicine Centre (ECMC), NICE appraisals and other research groups
- Liaising with other national and international trials organisations
- Adhering to NCRI branding guidelines when communicating on behalf of the Group or in capacity as a CSG member.

Qualities required in CSG Chairs

The candidate for Chair must have highly-developed leadership skills, be an excellent communicator and skilful team player. Specifically, the post-holder should demonstrate the following experience and competencies:

- Member of the research community with academic excellence in cancer research
- Previous experience of chairing research meetings effectively
- Evidence of an ability to provide leadership to a research group
- Ability to take action and implement decisions
- Previous track record of collaborative research in the relevant cancer

Code of conduct

The NCRI's purpose is to improve health and quality of life by accelerating progress in cancer-related research, through collaboration. To help us achieve this, Chairs are asked to:

- Disclose any potential conflicts of interest and sign a confidentiality agreement
- Abide by the values highlighted in the NCRI strategy, by being collaborative, dynamic and determined, and acting with integrity, professionalism and intelligence
- Always act in the best interests of the charity and support NCRI's 4 key strategic aims, to:
 - Ensure a coordinated portfolio of research related to cancer
 - Seize opportunities and address challenges in research relevant to cancer
 - Continuously improve the quality and relevance of research related to cancer
 - Accelerate the translation of cancer-related research into practice
- Abide by the [NCRI expenses policy](#) when claiming travel costs following meeting attendance.

Further information on the NCRI Clinical Studies Groups can be found on the [CSG webpage](#).

Please contact Ian Lewis, Head of NCRI Clinical Research Groups, on 0203 469 5465, if you wish to discuss the role further.