

# National Cancer Research Institute (NCRI)

## Clinical Studies Groups (CSGs)



## Clinical Studies Groups (CSG) Chair 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:

- Setting the strategy for the Group
- Monitoring the progress of the Group and Workstreams
- Overseeing the portfolio of trials developed or adopted by the Group
- Contributing to studies developed or adopted by 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 Nicola Keat, Head of NCRI Clinical Research Groups, on 0203 469 5465, if you wish to discuss the role further.