

National Cancer Research Institute (NCRI)

Clinical Studies Groups (CSGs)

Clinical Studies Groups (CSG) Workstream 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 Workstream Chairs

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

Duties and responsibilities of CSG Workstream Chairs

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

The Workstream Chair is responsible to the NCRI Partners and will need to be able to:

- set the strategy for the Workstream
- Assist the delivery of the main strategic aims of the main NCRI Executive Group and set the strategy for the Workstream
- monitor the progress of the Workstream
- report to the CSG Executive Group after Workstream meetings and provide advice to the main NCRI Executive Group on specialist areas
- assist the Chair of the Executive Group in provision of reports for the NCRI Group Annual Review process and the International Quinquennial Review process
- propose membership of the Workstream in consultation with the Head of NCRI Clinical Research Groups and Chair of the CSG Executive Group, taking responsibility for ensuring appropriate membership rotation and succession planning
- develop and maintain a comprehensive national portfolio of clinical trials and other well-designed studies

- Oversee the portfolio of trials developed or adopted by the Workstream and where appropriate foster translational research in the trial portfolio that enhances the potential for stratified medicine
- be an approachable group for investigators not associated with the NCRI Groups and subgroups to bring ideas and concepts to. Provide guidance to CIs on study proposals, including study design, patient population and appropriate funding sources, etc.
- provide development opportunities for junior researchers to generate a pool of experienced individuals with the potential for future NCRI Group membership
- provide advice to the NCRI, attending meetings as needed
- provide support to the main NCRI Executive Group Chair, deputising where necessary
- receive input from the NCRI and NIHR Clinical Research Network: Cancer
- promote good clinical research practice
- liaise with other National and International trials organisations (including other NCRI Groups and Subgroup, the UK clinical research networks (including the devolved nations), NICE appraisals, the Experimental Cancer Medicine Centre (ECMC), and the NCRI Cancer Clinical Trials Unit (CTU) Group – as appropriate
- adhere to NCRI branding guidelines when communicating on behalf of the Workstream or in capacity as a CSG Executive Group member.

Qualities required in CSG Workstream Chairs

The candidate for Workstream 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.