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**Job Reference Number:**

MI/25/44

**Position:**

Executive Assistant to Director of the Cancer  
Research UK Manchester Institute

**Group/Department:**

Director's Office

**Salary:**

Circa £40,000 per annum (dependent upon  
experience)

**Duration:**

Permanent



# CRUK MI FURTHER PARTICULARS



Cancer Research UK Manchester Institute is a Research Institute within  
The University of Manchester and is core funded by Cancer Research UK



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1824

The University of Manchester



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## **PARTICULARS OF APPOINTMENT**

**Ref: MI/25/44**

**Job Title: Executive Assistant to Director of the Cancer Research UK Manchester Institute**

1. The Institute invites applications for the above post.
2. Salary is circa £40,000 per annum (dependent upon experience).
3. Applications should be submitted via JobMarker, the online recruitment system by the closing date as stipulated in the advert.
4. For applicants who require assistance with their application please contact the HR Department for further information on:  
Tel: +44 (0)161 306 9752  
Email: [jobs@cruk.manchester.ac.uk](mailto:jobs@cruk.manchester.ac.uk)
5. Informal enquiries can be made to Julie Jarratt, Recruitment Manager at [Julie.Jarratt@cruk.manchester.ac.uk](mailto:Julie.Jarratt@cruk.manchester.ac.uk) or by telephone on +44 (0)161 200 8870 or +44 (0)7966263433.
6. Applicants are advised that if the Institute receives a high level of applications, we reserve the right to close the vacancy earlier than advertised.
7. The Institute will endeavour to contact shortlisted candidates promptly. However, there may be occasions where a high volume of applications are received, therefore an applicant's patience is appreciated.
8. As an equal opportunity employer, we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, nationality, religion or belief, sexual orientation, marital or transgender status. All appointments are made on merit.
9. As our Executive Assistant you will be a visible presence within the Institute, providing professional and timely services within your role.





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### **COPY OF THE ADVERTISEMENT**

*The Institute will actively foster a culture of inclusion and diversity and will seek to achieve true equality of opportunity for all members of its community.*

#### **Executive Assistant to the Director – Cancer Research UK Manchester Institute**

- Salary: circa £40,000 per annum (dependent upon experience)
- Job Ref: MI/25/44
- Duration: Permanent position
- On site role
- A unique and high-impact opportunity

#### **About the role:**

Are you a career Executive Assistant who thrives in a busy environment, delivers with precision, and builds trusted relationships at the highest level? Do you take pride in keeping things running smoothly, managing complex priorities, and being a vital member of a collaborative and mission-driven team?

This is an exciting opportunity to support **Professor Samra Turajlic** as she steps into the role of **Director of the Cancer Research UK Manchester Institute**. As **Executive Assistant to the Director**, you'll be at the heart of a world-leading scientific institution—helping shape its next chapter.

You will lead on the delivery and operational management of the Director's office, working proactively and flexibly in response to shifting demands and priorities. You will liaise with a diverse range of stakeholders – from scientists to funders and public figures. With outstanding organisation and judgment, you'll coordinate a busy national and international schedule, manage high-level engagements, and project manage key initiatives with discretion and precision.

This is a demanding and rewarding role in an inclusive environment, home to a community of over 350 scientists, clinicians, students, and professional staff—united in their commitment to scientific excellence and accelerating progress for human health.

#### **What you will be doing:**

- Coordinating the Director's complex and dynamic calendar, maintaining oversight of all priorities and commitments and ensuring optimal alignment of internal and external obligations.



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- Ensuring the Director is optimally prepared for all meetings and other events, providing all documentation, briefings etc. in a timely manner, and providing effective follow up.
- Proactively managing the Director's high volume email inbox, ensuring timely responses, appropriate delegation and effective prioritisation of critical communications.
- Drafting, editing and managing high level correspondence, reports and presentations.
- Acting as a 'gatekeeper' in communications with global science leaders, institutional partners, government agencies and philanthropic stakeholders.
- Liaising and building effective working relationships with Board members, including the Chairman, and their offices.
- Handling confidential information with the upmost integrity and discretion.

### About you:

You'll have extensive experience supporting senior executives in complex organisations, along with exceptional communication skills, and the ability to anticipate needs and act with clarity and drive. You should be educated to degree level (or have equivalent relevant experience in a similar, fast-paced EA/PA role) along with:

- Excellent IT skills and proficient in the use of Microsoft packages (Word, Excel, PowerPoint, Outlook and Teams).
- Experience of successful delivery of internal projects and/or a multi-partner project.
- Outstanding organisational and problem-solving skills, with a demonstrated ability to think strategically, anticipate challenges, and offer proactive solutions.
- Excellent communication abilities, both written and verbal with experience of drafting clear and concise briefings, reports and other types of communication for a wide range of audiences including senior management, along with the ability to interact effectively with colleagues at all levels within the institute.
- Experience of working within an academic, clinical or scientific environment is desirable but not essential. What matters most is your resilience, professionalism, and ability to support a leader operating at the pinnacle of global science.

### Why choose Cancer Research UK Manchester Institute?

The Cancer Research UK Manchester Institute ([www.cruk.manchester.ac.uk](http://www.cruk.manchester.ac.uk)), an Institute of The University of Manchester ([www.manchester.ac.uk](http://www.manchester.ac.uk)), is a world-leading





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centre for excellence in cancer research. The Institute is core funded by Cancer Research UK ([www.cancerresearchuk.org](http://www.cancerresearchuk.org)), the largest independent cancer research organisation in the world. In spring 2023 the Institute moved into the new Paterson Building, a £150 million flagship purpose-built biomedical research centre directly attached to The Christie NHS Foundation Trust ([www.christie.nhs.uk](http://www.christie.nhs.uk)), in South Manchester.

We are partnered with The Christie NHS Foundation Trust, one of the largest cancer treatment centres in Europe. These factors combine to provide an exceptional environment in which to pursue basic, translational and clinical research programmes.

### **How to apply?**

To apply for this position please complete the online application via 'Apply Now'. Please ensure you detail the names of two referees and ensure you submit your CV\* and Cover Letter before the closing date specified.

*\*In the 'Publication and CV' section, please upload only your CV and indicate your highest qualification.*

Please note this vacancy will close for applications at 11:59pm on the closing date specified.

For any informal enquiries about this post, please contact Julie Jarratt, Recruitment Manager at [Julie.Jarratt@cruk.manchester.ac.uk](mailto:Julie.Jarratt@cruk.manchester.ac.uk) or by telephone on +44 (0)161 200 8870 or +44 (0)7966263433.



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### **Disabilities and alternative formats**

The University of Manchester is a disability confident Leader and is committed to supporting disabled people in recruitment, employment, and career development. We will make reasonable adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so. Therefore, if you have any additional support needs throughout the recruitment process or require documentation in alternative formats, please do not hesitate to contact the HR Department, for further information, on:

Tel: +44 (0)161 306 9752

Email: [jobs@cruk.manchester.ac.uk](mailto:jobs@cruk.manchester.ac.uk)



The Disability Confident scheme, accredited by the Department for Work and Pensions (DWP), helps employers recruit, retain and train great people. Disability Confident organisations play a leading role in changing attitudes about, and increasing understanding of, disability. There are three levels of the scheme with Leader being the highest.



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## CANCER RESEARCH UK MANCHESTER INSTITUTE JOB DESCRIPTION

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### **JOB DETAILS**

Job Title: Executive Assistant to the Institute Director

Grade: Professional 2 (P2 – CRUK Non-Scientific Pay and Grading Framework)

Department: Director's Office

Division: Cancer Research UK Manchester Institute

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### **ORGANISATIONAL ARRANGEMENTS**

Accountable to: Institute Director, CRUK Manchester Institute

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### **JOB PURPOSE**

Will be responsible for leading on the delivery, and operational management activities of the Director's office, working proactively and flexibly to the changing demands and priorities of the role as required.

To facilitate the Director's involvement in peripheral activities to maximise efficiency of commitments, which include clinical and external collaborative stakeholders/partners.

Responsible for project managing key initiatives within the Director's office.

The post holder will also function as part of the wider Operations Team to ensure maximum efficiency and effectiveness of the office.

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### **DUTIES AND RESPONSIBILITIES**

- Providing full administrative support to the Director by:



- Coordinating the Director's complex and dynamic diary, maintaining oversight of all priorities and commitments and ensuring optimal alignment of internal and external obligations.
  - Ensuring the Director is optimally prepared for all meetings and other events, providing all documentation, briefings etc. in a timely manner, and providing effective follow up.
  - Monitoring and managing the Director's high volume email inbox, ensuring timely responses, appropriate delegation and effective prioritisation of critical communications.
  - Drafting, editing and managing high level correspondence, reports and presentations.
  - Acting as a 'gatekeeper' in communications with global science leaders, institutional partners, government agencies and philanthropic stakeholders.
  - End to end management of meetings - coordinating availability, booking meeting rooms, producing documentation, setting up audio-visual systems, tele/video conferencing facilities, greeting attendees, arranging refreshments as required.
  - Checking deadlines on incoming requests and upcoming tasks and ensuring sufficient time is allocated in the Director's diary to ensure deadlines are met, where possible putting preliminary work in play to assist the Director.
  - Booking of travel, accommodation, transport and parking and prepare detailed trip itineraries.
  - Prompt and accurate processing of expense claims including reconciliation of the Director's credit card.
  - Acting as a point of contact for the Director, which may include dealing with internal and external enquiries; forwarding enquiries to relevant person or department; screening the Director from unnecessary interruptions whenever possible.
  - Ensuring an efficient flow of communications and information and being aware of current matters within the Institute and beyond.
  - Accurate production of documents, including e-mails, general correspondence, memos and papers/ presentations as required.
  - Keeping documents and files up to date and regularly updated including Director's CV, Biosketch and Publication lists.
  - Taking responsibility for all administrative tasks on behalf of the Director.
- Optimise and project manage processes and procedures within the Director's office for and on behalf of the Institute.



- Be aware of, and responsive to, the changing demands of the Director and the Institute as a whole and adopt a flexible and proactive approach to work.
- Arrange and support formal and informal visits to the Institute (visiting academics, esteemed guests, interviewees etc) and act as a point of contact for visitors. Welcoming guests to the Institute in an efficient, warm and professional manner, ensuring that their security passes and refreshments are provided.
- Be a proactive member of the Director's office, assisting with ad hoc projects and events as required and taking responsibility for administrative duties including:
  - Contributing to the writing of reports, official documents.
  - Arranging strategic meetings for SMT and other meetings for and on behalf of the Director as required.
  - Booking travel and accommodation.
  - Manage the Institute Credit Card and action payment requests for expenditures.
  - Maintain effective paper and electronic filing systems, including the filing of highly confidential material.
- Use initiative to think strategically and take an active approach to problem solving.
- Take formal minutes and ensure distribution to deadlines.
- Be confident with IT Packages, including use of Teams and able to undertake simple troubleshooting to resolve simple user issues.
- Assure discreet handling of all business and ensure compliance with Institute's policies, procedures and regulations.
- Attend internal and external meetings and training programmes relevant to the performance and execution of the duties and responsibilities of the post.
- Maintain a good network across the Institute, the CRUK National Biomarker Centre, The University of Manchester, Christie NHS Foundation Trust, the wider Manchester Cancer Community and the Director's ongoing activities at The Francis Crick Institute.
- Identify personal training needs through participation in regular continuous professional development activities and performance reviews





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- Work flexibly and professionally to perform any other duties that fall within the scope of the role, as required by the Director.

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### **STANDARDS OF PERFORMANCE**

- Work efficiently, cost-effectively and in a flexible manner
  - Effective communications to be maintained with staff at all levels
  - To meet objectives within pre-determined timescales
  - Strict adherence to protocols and Institute policies
  - To comply with Health & Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment
  - To contribute to the University's agenda for social responsibility, including sustainability
  - To maintain confidentiality of information in line with data protection requirements and University policy
  - Familiarise themselves with the University's Equality and Diversity policies and to actively support these wherever possible
  - Be a team player
  - To strive to accomplish high quality of work.
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## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which the post holder requires to perform the job to a satisfactory level

**Job Title: Executive Assistant to the Institute Director (P2)**

	<b><u>ESSENTIAL</u></b> The qualities without which a post holder could not be appointed	<b><u>DESIRABLE</u></b> Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b><u>METHOD OF ASSESSMENT</u></b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Educated to degree level (or equivalent relevant experience in similar, fast-paced EA/PA role)</li> </ul>	<ul style="list-style-type: none"> <li>Administrative qualification</li> <li>Project/Business Management qualification</li> </ul>	Application form/CV and Proof of qualifications
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Extensive executive experience supporting a C-suite or equivalent senior leader in a complex, high-profile organisation</li> <li>Significant experience of working in a PA/EA role to a busy CEO, Director or Executive/high level manager</li> <li>Experience of successfully managing projects</li> <li>Experience working with senior members of management within a large complex organisation</li> <li>Diary management experience</li> <li>Experience arranging travel/accommodation</li> <li>Experience of organising meetings/small events</li> <li>Experience working within a team</li> <li>Experience of note taking and generating formal minutes</li> <li>Experience of using own initiative to complete tasks</li> <li>Experience of working in a busy administrative office</li> </ul>	<ul style="list-style-type: none"> <li>Experience of successful delivery of several complex multi-partner projects</li> <li>Experience of working in an academic, clinical or scientific environment</li> <li>Experience of working in a charity/ not-for-profit organisation</li> </ul>	Interview, Application form/CV and assessment tests



<b>EXPERIENCE contd..</b>	<ul style="list-style-type: none"><li>• Experience of working in an environment dealing with confidential and sensitive information</li><li>• Ability to analyse, interpret, and present data clearly</li></ul>		
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Excellent IT skills and proficient in the use of Microsoft packages (Word, Excel, PowerPoint, Outlook and Teams)</li><li>• Ability to work with a large number of stakeholders</li><li>• Demonstrable budget and resource management skills</li><li>• Demonstrable ability to take the initiative and apply a proactive approach to work</li><li>• Ability to balance and manage concurrent tasks through to completion</li><li>• Excellent interpersonal skills with the ability to communicate effectively</li><li>• High level of organisational skills and the ability to prioritise and work to deadlines with limited supervision</li><li>• Initiative to problem solve and apply strategic thinking</li><li>• Proof-reading skills and attention to detail</li><li>• Ability to grasp information quickly, and understand the surrounding environment</li><li>• Ability to learn new processes to meet needs and requirements of the role</li></ul>	<ul style="list-style-type: none"><li>• The ability to identify and resolve issues</li><li>• Ability to review and improve processes where necessary</li></ul>	Interview, Application form/CV and assessment tests

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Working knowledge of Microsoft Office Packages (especially Outlook and Teams)</li> </ul>		Interview, Application form/CV and assessment tests
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Strong attention to detail</li> <li>Ability to work effectively in a demanding, pressured environment</li> <li>Self-motivated and proactive</li> <li>Personable manner</li> <li>Ability to work flexibly to support the requirements of the office</li> <li>To show commitment to equality and fairness and integrity in dealing with others</li> <li>Interest and willingness to develop skills, to learn new ones and implement new techniques</li> <li>To be willing to work across organisational boundaries</li> <li>To seek new knowledge and share ideas</li> <li>To be open and responsive to change and innovation</li> </ul>		Interview and Application form/CV



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## **THE CITY OF MANCHESTER AND THE REGION**

Manchester is one of the great European cities and the Cancer Research UK Manchester Institute is located a short distance from the city centre and is serviced by regular public transport to the city centre. The city's architecture represents one of the high points of Victorian achievement. The modern city is a major centre of banking, commerce and manufacturing.



It is consistently ranked as the best liveable city in the UK by the Economist Intelligence Unit. In 2021, Manchester was ranked in the top 3 of the TimeOut World's Best Cities list with the comment, "the friendliest city with the best community spirit and top-notch nightlife including its Gay Village and Northern Quarter in the heart of the city." It has a highly cosmopolitan atmosphere, and its cultural life is internationally renowned.

Manchester offers extensive provision for research. Library facilities include the John Rylands University Library (the major library in the North West and the third largest in the country) and the Manchester Central Reference Library.



Housing is varied, plentiful and the price ranges can start moderately priced and are as varied as the requirements. Schooling ranges from world-famous private schools to excellent sixth-form colleges and comprehensives.

Manchester is well served by a major international airport, with direct scheduled flights to many destinations in Europe as well as North America and Asia. Some of the most beautiful countryside in Europe is just short of an hour's drive from the Institute in the Peak District National Park, while the Lake District and Snowdonia in Wales are also within easy reach.







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Manchester Piccadilly railway station has been refurbished and is served by inter-city and other train services – with a direct link to Manchester Airport. The network of Metrolink tram services offers an alternative mode of public transport from certain parts of the conurbation and includes connections near to the Institute.

There are three outstanding professional theatre companies, the halls of the Hallé and BBC Philharmonic orchestras, the Cornerhouse as well as other cinemas, and Europe's fastest-growing Chinatown.

Amongst the developments enriching the area's cultural life have been the opening of the Lowry Centre and Media City at Salford Quays; the opening of the Bridgewater Concert Hall; the refurbishment of the City Art Gallery; the opening of Urbis in the centre of Manchester and of the Imperial War Museum North, designed by Daniel Libeskind, in Trafford.



Trafford, specifically Old Trafford, is known internationally for sport, it is a venue for Test cricket and the home of Manchester United FC. The Commonwealth Games were held in Manchester in 2002 and were highly acclaimed. The Commonwealth Stadium became the home of Manchester City FC in 2003.





## **OUR BENEFITS PACKAGE**

### **Facilities and General Discounts**

We have a wide range of fantastic facilities for you including coffee shops, cafes, and restaurants in various buildings on Oxford Road, library, museum, art gallery, theatre (providing music and drama) and the world-famous radio telescope at Jodrell Bank. You can attend a varied programme of events at these, many of which are free to staff. Staff also have a plethora of discounts available to them on fitness, entertainment, restaurants, hotels, supermarkets, and online retailers.

### **Health and Fitness**

We have a fantastic range of sports and fitness programmes across three of the best sports facilities in the city of Manchester. Each of our facilities provides something for everyone and are in convenient locations across Oxford Road, Fallowfield and all the way into the City Centre. Staff have a discounted membership to these facilities.

### **Wellbeing**

The Institute is committed to supporting staff wellbeing and have a range of resources available. This includes a free 24/7 helpline through our Employee Assistance Programme which allows staff to talk in confidence to trained counsellors and advisers on areas like emotional, physical, and mental health.

The University's counselling service offers confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, mental health and general well-being. It is accessible to all staff and is part of a wider network of help and support; and can advise on where else to seek help and make referrals to NHS mental health services.

The University's Occupational Health service provides confidential services to protect the health of staff and ensures that all health issues are effectively managed. Additionally, the Institute has wellbeing working groups and employee champions to support staff.

We offer a generous annual leave allowance of 32 days per year, (pro rata for part time staff) plus bank holidays for England. The Institute gifts an additional day's leave on Christmas Eve.

### **Travel**

The Institute is committed to reducing its environmental impact and actively supports and promotes travel by sustainable means. We work closely with The Christie NHS Foundation Hospital to have a green travel plan that aims to provide a package of measures that increase the travel options available to staff. These options include as a Cycle to Work Scheme and annual interest-free travel loans with Northern Rail, Stagecoach and Metrolink.



### Family Friendly Support

If you have childcare responsibilities the Institute can provide you with a range of support to assist you in balancing your work and home life commitments. Information is available on the government's Tax Free Childcare Scheme and The University's Workplace Nursery Scheme. We also have a range of family friendly policies and staff have the right to request to work flexibly.

### Equality, Diversity, and Inclusion (EDI)

The Institute is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnicity, religion or belief, sexual orientation, marital or transgender status, age, or nationality. The Institute has an EDI committee which provides leadership, drive and strategic direction on equality, diversity, and inclusion across all parts of the Institute. The committee will seek to promote cultural change and ensure that the EDI action plan is embedded across all functions of the Institute.

### Personal Development

Whether you are a research scientist, technical or operational staff, you will receive excellent on the job training and an opportunity to share skills experience and expertise in a collaborative environment. The Institute has a range of training available for support and professional development.

### Disability

The Institute is committed to providing a positive working environment free from discrimination, harassment, or victimisation due to a disability where all staff are treated with respect and dignity. The Institute has access to a Disability Advisory and Support Service (DASS) which has a dedicated disability adviser for staff to provide advice, guidance and support about a range of practical adjustments in the workplace.

### Pension

We have two generous pension schemes to provide benefits for you and your family. For more details, please contact the HR department.





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## **ADDITIONAL RECRUITMENT AND SELECTION PARTICULARS**

### **Shortlisted Candidates:**

1. We will reimburse reasonable travel expenses. You need to retain all your receipts, as you will need to submit these with your expense claim form. This form will be given to you when you attend your interview.
2. If candidates require accommodation the Institute can arrange this for you. Please notify the HR Department as soon as possible so that this can be arranged on:  
Tel: +44 (0)161 306 9752  
Email: [jobs@cruk.manchester.ac.uk](mailto:jobs@cruk.manchester.ac.uk).

*Please note that reimbursement for accommodation may **not** apply.*

3. If candidates have any additional support needs to enable them to attend an interview, they will be able to request/discuss this with the HR department when arranging the interview.
4. Shortlisted candidates may be expected to complete a presentation as part of the selection process. Information regarding the duration and title of the presentation will be provided in the invitation to interview correspondence. We supply both laptop and projector for presentations.
5. All dates and times stated in correspondence from the Institute refer to UK BST (British Summer Time).
6. Candidates need to bring along their passport to interview, a copy of which will be taken for our records, when you visit the Institute. If candidates have difficulty in producing their passport, please contact the HR Department prior to the interview on:  
Tel: +44 (0)161 306 9752  
Email: [jobs@cruk.manchester.ac.uk](mailto:jobs@cruk.manchester.ac.uk)
7. MS Teams or **Zoom interview with or without presentation:**  
Instances may arise where we propose to hold an online interview as a (first stage) selection process. If this is the preferred method of interview, this will be stated on your invite to interview email. You will be provided with a link and password to attend the interview at a specified time on a specified date. This



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link will redirect you to your MS Teams/Zoom interview. 24 hours prior to interview we will require:

- A contact telephone number emailed to [jobs@cruk.manchester.ac.uk](mailto:jobs@cruk.manchester.ac.uk) along with a scanned copy of passport for ID purposes
- Where applicable, a copy of your presentation emailed to: [jobs@cruk.manchester.ac.uk](mailto:jobs@cruk.manchester.ac.uk).

**Please note:**

You do not have to have a Zoom account to attend a Zoom interview. You will be prompted to download the software, once you have clicked on the link that you have been provided. You do, however, need to have a working microphone and camera connected to your electronic device, for this interview to go ahead.

The criteria will be consistent with all other candidates.







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### **STANDARD CRUK MANCHESTER INSTITUTE TERMS AND CONDITIONS**

The following is a basic summary of the standard terms and conditions applicable to the post you have applied for:

- The post of Executive Assistant to Director of the Cancer Research UK Manchester Institute is on a Cancer Research UK pay scale. It's on a P2 grade with a starting salary circa £40,000 per annum (dependent upon experience).
- Your employment will be with The University of Manchester appointed under the Cancer Research UK Manchester Institute terms and conditions.
- Salary is paid monthly on the penultimate last working day of the month.
- There are 32 days holiday per year plus Bank Holidays for England.
- Duration of contract is permanent.
- Working hours are 35 hours per week.
- There is a probationary period attached to this post of 6 months. It's standard for many organisations now and consists of two 3-monthly reviews with your line manager.
- You are eligible to join The University of Manchester Pension Saver Scheme (<https://www.legalandgeneral.com/workplace/u/university-of-manchester>).
- Any offer made by the Cancer Research UK Manchester Institute would require the successful candidate to undergo a medical clearance. This is arranged with Occupational Health department at The University of Manchester prior to starting employment and consists of a basic medical. This is to address and gain clearance for any potential hazards identified for the role on offer.
- Offer is subject to receipt of satisfactory references and proof of your highest qualification.
- Offer is subject to documented evidence of your right to work in the UK under the Home Office UK Border Agency Regulations.



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- Please note this role is not eligible for sponsorship under the Skilled Worker route of the Points Based System. Candidates will need to be able to demonstrate their right to work in the UK in order to be eligible to take up the post.
- The successful candidate is required to complete a Rehabilitation of Offenders/Criminal Records declaration form at the offer stage of the process. *Please note a criminal record will not necessarily be a bar to obtaining a position.*
- The Institute is promoting a green travel plan and there are staff benefits promoting this including a cycle to work scheme and the use of public transport. There are strong links to bus routes and trains to all CRUK Manchester Institute locations. More information about this can be found on our 'Our Benefits Package' page or by contacting the HR Department.

*Please note there are car parking restrictions imposed around these sites.*



**DON'T FORGET TO FOLLOW US ON SOCIAL  
MEDIA**

**#LifeAtCRUKMI**

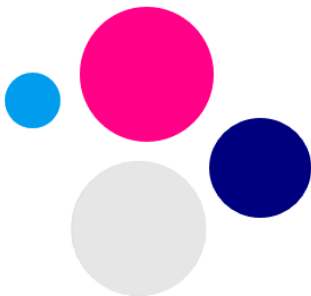


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**THANK  
YOU!**



Cancer Research UK Manchester Institute is a Research Institute within  
The University of Manchester and is core funded by Cancer Research UK