



Appointment of

Director, Institute of Clinical Trials and Methodology

**Candidate Pack
August 2026**

Contents

1. Welcome from the Dean of the Faculty of Population Health Sciences	3
2. Introduction	4
3. About UCL Faculty of Population Health Sciences	5
4. About Institute of Clinical Trials and Methodology	6
5. Job Description	9
6. Person Specification	16
7. Equality, Diversity & Inclusion	18
8. Rewards and Benefits	19
9. Appointment Details and How to Apply	20



1. Welcome from the Dean, Faculty of Population Health Sciences

Dear Applicants,

Thank you for your interest in the position of Director of the UCL Institute of Clinical Trials and Methodology.

The Institute of Clinical Trials and Methodology (ICTM) is one of the world's leading centres for clinical trials research, methodology and trial delivery. Situated within UCL's Faculty of Population Health Sciences, the Institute brings together internationally recognised expertise in clinical trial design, statistics, epidemiology, evidence synthesis, health data science and operational delivery. Through its research, education and partnerships, ICTM plays a critical role in improving health outcomes and informing healthcare policy both nationally and globally.

Following a highly successful period of leadership that has seen the growth of ICTM into one of the world's leading clinical trials institutes, the expansion of both the Innovative Clinical Trials Unit and Comprehensive Clinical Trials Unit, and the establishment of the MRC Centre of Research Excellence in Clinical Trial Innovation, we are seeking a new Director to lead ICTM into its next phase of development. This appointment therefore represents not only a leadership transition, but an opportunity to build on an exceptional foundation and shape the future direction of clinical trials science nationally and internationally.

ICTM occupies a distinctive position within UCL and the wider research landscape. Through the Innovative Clinical Trials Unit (InCTU), the Comprehensive Clinical Trials Unit (CCTU), and its broader methodological and academic community, the Institute supports research across the full translational pathway, from early phase studies and experimental medicine through to large-scale multicentre, adaptive and platform trials. This breadth of expertise creates an exceptional environment for methodological innovation and high-impact collaborative research.

The Institute is entering a particularly exciting period in its development with the establishment of the MRC Centre of Research Excellence in Clinical Trial Innovation. This major investment provides a unique opportunity to advance the science and practice of clinical trials, bringing together experts from across disciplines to develop more efficient, inclusive and innovative approaches to generating evidence for healthcare decision-making. The successful Director will play a pivotal role in shaping this next phase of growth and ensuring that ICTM remains at

the forefront of clinical trial innovation worldwide.

This appointment represents a significant opportunity to lead one of the most influential clinical trials environments internationally at a time of considerable opportunity and ambition. The successful candidate will combine scientific distinction with strategic vision and inclusive leadership. They will foster collaboration across UCL, the NHS, industry, regulators and international partners, while supporting an environment in which academic, clinical, methodological and professional services colleagues can thrive.

What impresses me most about ICTM is its ability to combine methodological excellence with real-world impact. The Institute's research changes clinical practice, influences healthcare policy and ultimately improves patients' lives. Equally important is the collaborative culture that brings together clinicians, statisticians, epidemiologists, trial managers, programmers, data scientists and professional services colleagues in a shared commitment to excellence.

Most importantly, they will help shape the future of clinical trials research, ensuring that innovative methodologies and high-quality evidence continue to improve health outcomes for patients and populations around the world.

I hope you will consider applying for this important leadership role at this exciting time for the Institute, the Faculty and UCL.

Professor Sam Janes
Interim Dean of the Faculty of Population Health Sciences



2. Introduction

UCL is a radically different university. Founded in 1826 in the heart of London, we were the first university in England to welcome students of any religion and the first to admit women on equal terms with men. That pioneering and inclusive spirit continues to shape our institution today.

With over 51,000 students and 18,000 staff from more than 150 countries, UCL is consistently ranked among the top ten universities globally. We champion innovation, creativity, and cross-disciplinary collaboration in both teaching and research, and our community is tackling some of the most pressing challenges of our time—from advancing dementia and cancer research, to shaping global policy, and ensuring the ethical development of artificial intelligence.

As one of the world's leading multidisciplinary universities, UCL is committed to excellence, global understanding, and real-world impact across research, education, enterprise, and community engagement. We foster a values-based, empowering environment where academic insight and pioneering thinking can thrive.

UCL is now seeking to appoint an exceptional Director of the Institute of Clinical Trials and Methodology, to lead one of the world's foremost centres for clinical trials, epidemiology, evidence synthesis and health research methodology. The Director will shape the Institute's strategic vision and guide its next stage of development and contribution to the leadership of the Faculty and University, in alignment with the [UCL Strategic Plan 2022–2027](#).

We actively encourage applications from individuals who bring diverse experiences and perspectives to leadership. Our people are our greatest asset, and we are proud to foster a culture of mutual respect, collaboration, and innovation.





3. About UCL Faculty of Population Health Sciences

Established in 2011, the Faculty of Population Health Sciences brings together eight institutes and schools to advance research and education in public and population health. Our work addresses health challenges across the life course and diverse communities, with particular emphasis on health inequalities, climate impacts, and major conditions such as cancer, cardiovascular disease, and mental health.

Our mission is to be the world's leading centre for population health research and education, improving health and reducing inequalities through a life course approach and global collaboration.

The Faculty comprises:

- Institute of Cardiovascular Science
- Institute of Clinical Trials and Methodology
- Institute of Epidemiology and Health Care
- Global Business School for Health
- Institute for Global Health
- Great Ormond Street Institute of Child Health
- Institute of Health Informatics
- EGA Institute for Women's Health

With over 1,800 staff, 3,000 students and an annual turnover exceeding £240 million, we are one of UCL's most research-intensive faculties. Our academic community includes 291 FTE academic staff, more than

1203 researchers, and 1429 doctoral students, supported by a research portfolio worth over £130 million.

We are consistently ranked among the world's leading institutions for public health, currently 4th globally and 2nd in Europe (ShanghaiRanking 2025). Researchers from the Faculty feature prominently in Clarivate's Highly Cited Researchers List 2024, reflecting our international influence in epidemiology, health policy, and population health sciences.

Our partnerships span UCL and a wide network of hospital trusts, research centres, and global organisations, including Great Ormond Street Hospital, University College London Hospitals NHS Foundation Trust, Royal Free London NHS Foundation Trust, NIHR Biomedical Research Centres, Department of Health and Social Care, the Francis Crick Institute, UNICEF, and the World Health Organization.

Research underpins our teaching, ensuring students receive an outstanding education across undergraduate, postgraduate taught, and doctoral programmes. Drawing on the breadth of our expertise, we offer an interdisciplinary learning experience that equips graduates to address the complexity of real-world health challenges.

4. About Institute of Clinical Trials and Methodology

The UCL Institute of Clinical Trials and Methodology (ICTM) is one of the world's leading centres for clinical trials research, methodology and delivery.

Established in 2013, the Institute brings together around 400 staff across clinical trials, statistics, epidemiology, evidence synthesis, health data science and trial operations, creating one of the largest and most comprehensive concentrations of clinical trials expertise in Europe.

ICTM's mission is to improve health through excellence in clinical trials, methodological innovation and the generation of robust evidence that informs healthcare policy and practice worldwide. Its work spans the full translational pathway, from early-phase and proof-of-concept studies through to large-scale multicentre randomised controlled trials, adaptive platform studies and implementation research.

Generating approximately £30 million of annual research income and managing an active research portfolio valued at around £250 million, the Institute combines internationally recognised methodological expertise with world-class trial delivery capability to address some of the most important challenges in healthcare.

A defining strength of ICTM is its commitment to methodological innovation that delivers real-world impact. Researchers within the UCL Innovative Clinical Trials Unit (InCTU) pioneered the internationally influential Multi-Arm Multi-Stage (MAMS) trial design, which has transformed the efficiency of clinical research by enabling multiple treatment strategies to be evaluated within a single trial platform. These methodological developments have influenced trial design internationally, informed thinking among regulators, funders and researchers, and helped establish new standards for the efficient evaluation of interventions across multiple disease areas. ICTM continues to play a leading role in shaping the future

direction of adaptive and platform trial methodology globally.

This innovation underpinned the landmark [STAMPEDE](#) prostate cancer trial, which changed international treatment guidelines and became a global exemplar for platform trial design. Other major studies, including the [PROUD](#) and [START](#) trials, have influenced HIV prevention and treatment policies worldwide, demonstrating the Institute's ability to generate evidence that directly improves patient outcomes and transforms clinical practice.

Through its leadership in trial methodology, evidence synthesis and trial delivery, ICTM has established an international reputation for generating high-quality evidence that changes practice, improves health outcomes and shapes the future of clinical research

A Unique Clinical Trials Ecosystem

ICTM is distinguished by the breadth and depth of its clinical trials infrastructure. The Institute brings together two embedded clinical trials units, two affiliated specialist trials units and a major national centre for methodological innovation, creating one of the most comprehensive clinical trials environments anywhere in the world.

Underpinning this infrastructure is the extraordinary breadth of UCL's clinical and scientific community. As one of the world's leading multidisciplinary universities, UCL provides access to internationally recognised expertise across virtually every area of medicine and population health. This creates exceptional opportunities for collaboration and enables ICTM to support innovative clinical research across an unusually broad range of disease areas and healthcare settings.

UCL Innovative Clinical Trials Unit (InCTU)

The UCL Innovative Clinical Trials Unit (InCTU), formerly the MRC Clinical Trials Unit, is an internationally recognised centre for the design, delivery and analysis of complex clinical trials. In 2024, the Unit celebrated 25 years of leadership in clinical trials research and methodological innovation. With over 230 staff and around 50 active studies, the Unit conducts influential research across cancer, infectious diseases and neurodegenerative disorders, combining methodological innovation with large-scale trial delivery to improve patient outcomes worldwide.

Comprehensive Clinical Trials Unit (CCTU)

The Comprehensive Clinical Trials Unit (CCTU) is a UKCRC-registered clinical trials unit that provides end-to-end expertise in the design, conduct, analysis and dissemination of high-quality clinical research. Working across a diverse range of specialties including

neuroscience, cardiovascular medicine, ophthalmology, women's health, surgery and early-phase research, CCTU supports investigators throughout UCL and partner organisations through an established hub-and-spoke model that links methodological excellence with clinical expertise.

Affiliated Specialist Clinical Trials Units

PRIMENT Clinical Trials Unit, which specialises in complex interventions and medicines evaluated within primary care, psychiatry and community settings.

Cancer Research UK & UCL Cancer Trials Centre (CRUK & UCL CTC), one of the largest dedicated cancer trials units in the UK and a leading centre for the development and delivery of innovative cancer studies.



Together, these units provide expertise across the full spectrum of clinical research, from first-in-human and early-phase studies through to large international pragmatic and implementation trials.

MRC Centre of Research Excellence in Clinical Trial Innovation

The Institute is entering an exciting new phase through its central role in the MRC Centre of Research Excellence in Clinical Trial Innovation (MRC CoRE CTI), delivered in partnership with the National Institute for Health and Care Research (NIHR). This major national initiative brings together researchers from six leading UK universities to transform the future of clinical trial design and delivery.

The Centre aims to address some of the most significant challenges facing modern healthcare research by developing innovative adaptive trial designs that are faster, more efficient and better able to answer complex clinical questions. Through methodological innovation, exemplar studies, training programmes and international partnerships, the Centre seeks to establish new approaches that will accelerate the evaluation of treatments and improve patient care across multiple disease areas.

The MRC CoRE CTI represents one of the most significant recent investments in UK clinical trial innovation and methodology, providing an unprecedented opportunity to redefine how clinical trials are designed, delivered and translated into improved patient care. Working closely with the CoRE Director and leadership team, the successful

Director will help maximise the opportunities created by the Centre, strengthening collaboration across ICTM and ensuring that the Institute remains at the forefront of methodological innovation and clinical trial delivery.

Education, Training and Future Leadership

Education and training are an important component of ICTM's mission and long-term impact. The Institute delivers the highly regarded MSc in Clinical Trials, equipping researchers and healthcare professionals with the knowledge and skills required to design, conduct and analyse high-quality clinical research. ICTM also contributes to teaching and training across UCL, including programmes within the Global Business School for Health, undergraduate education and doctoral training.

The Institute's educational activities are closely integrated with its research environment, providing students and trainees with access to world-leading expertise in trial methodology, statistics, epidemiology, trial management and health data science. This creates a unique opportunity to learn within one of the world's most influential clinical trials communities.

Looking ahead, there is significant opportunity to further strengthen postgraduate education, doctoral training, professional development and capacity-building initiatives, helping to develop the next generation of clinical trialists, methodologists and research leaders.



5. Job Description

Director, Institute of Clinical Trials and Methodology

Department:	Institute of Clinical Trials and Methodology
Grade:	10/Clinical - £12k annual allowance added to salary
Location:	90 High Holborn, London / Hybrid
Reports to:	Dean, Faculty of Population Health Sciences

Context

The UCL Institute of Clinical Trials and Methodology (ICTM) is a world-leading centre for clinical trials, epidemiology, evidence synthesis and health research methodology within UCL's Faculty of Population Health Sciences. Established in 2013, the Institute brings together internationally recognised expertise to design, deliver and analyse clinical research that improves health and healthcare worldwide.

ICTM comprises two major research departments: the UCL Innovative Clinical Trials Unit (InCTU) and the Comprehensive Clinical Trials Unit at UCL (CCTU). The Institute also hosts the MRC Centre of Research Excellence in Clinical Trial Innovation, delivered in partnership with the National Institute for Health and Care Research (NIHR), and works closely with affiliated partners including the Cancer Research UK & UCL Cancer Trials Centre and the PRIMENT Clinical Trials Unit.

ICTM has an outstanding track record of leading complex national and international clinical trials addressing major health challenges. Through its clinical trials units, methodological research programmes and strategic partnerships, the Institute works with researchers, healthcare providers, regulators, funders and policymakers across the world to improve the design, delivery and impact of clinical research.

The Institute advances the science and practice of clinical trials through world-leading research, methodological innovation, collaboration and training. Its work develops more efficient and effective approaches to generating evidence, strengthens the delivery of clinical research, and supports the development of future leaders in clinical trials and research methodology.

Through landmark studies and methodological advances, ICTM has influenced clinical practice, research standards and health policy nationally and internationally. The Institute's research has informed treatment guidelines, contributed to World Health Organization recommendations, and pioneered innovative trial designs that help accelerate the translation of scientific discoveries into improved patient outcomes.

Further details can be found on the Institute website by clicking [here](#).

Main Purpose of the Role

The Institute Director is the Head of Department and reports directly to the Dean of Faculty and is responsible for all staff and students within the department.

In addition, in accordance with UCL Regulation for Management 11, the Head of Department is responsible to the Council of UCL, via the Dean of the Faculty, and ultimately the President and Provost, for the leadership, management and organisation of the Department. The role description aligns with the UCL Regulation for Management 11.4 and is included in Chapter 12 of the Academic Manual.

The main purpose of the role is:

- To recruit, nurture and develop academic talent, recognising and developing excellence in research, education and enterprise.
- To oversee the academic mission of the department's discipline(s), developing and promoting cross-disciplinary collaboration in research, education and external engagement.
- To provide internal and external representation for the department to best represent its strengths and strategic priorities.
- To ensure a collegial, professional and inclusive workplace culture and environment in line with UCL values.
- To ensure consistent and excellent student experience and education.
- To proactively contribute to the delivery of Departmental, Faculty and UCL strategy as part of UCL's senior management team.
- To strategically manage departmental finances, ensuring budget development, implementation, and monitoring in alignment with UCL regulations and strategic goals, through appropriate delegation and oversight.

The Director will have a number of key working relationships including Staff and students within the Department; Faculty Dean, Faculty Director of Operations; Head of Operations; Finance and HR Business Partners; Director of Education & Student Experience; Faculty Vice-Deans; Professional Services (e.g. Research Innovation Services, Innovation & Enterprise, Registry); peers across the Departments of the Faculty and UCL (e.g. ALG), external funding agencies, industrial, and institutional partners.

As the academic leader of the Institute, the Director will provide scientific, strategic and operational leadership across ICTM's portfolio of clinical trials and methodological research, working closely with the Institute's clinical trials units and the MRC Centre of Research Excellence in Clinical Trial Innovation to strengthen ICTM's position as a global leader in clinical trials research.

The role holder is expected to have gained an independent research reputation with international recognition of achievement within the area of clinical trials.

Key Responsibilities & Accountabilities

- To create and lead an inspiring team environment that champions UCL's values; enable the Institute to achieve its academic mission, with academic freedom as a foundation for meaningful and high-quality academic research and teaching; and create a positive staff and student experience.
- To act as a champion, ambassador, and advocate for the Institute and the Faculty, both within the institution, with funders, and other external stakeholders – including external professional bodies – seeking opportunities to enhance the academic mission of the Department and the Faculty.
- To develop and maintain effective strategic alliances with relevant organisations and working relationships with key senior internal and external partners.
- To positively lead the implementation of the UCL Strategic Plan, including the Faculty and Institute's vision and strategic priorities including the managing and delivering the Institute objectives defined in operating plan.
- To actively work in partnership with the Dean and other faculty HoDs in the strategic management of the faculty, with the highest level of knowledge and understanding of the Institute's business.
- To proactively engage and contribute to the strategic management of UCL as a member of the Provost's Academic Leadership Group.
- To champion and lead institutional change initiatives within the Institute, ensuring positive impact on teaching, research, student life, and professional service staff engagement, including effective and efficient services, processes for improved compliance, career development, and efficiency.
- To be accountable for academic matters, including strategic developments, research initiatives and research funding bids, Research Excellence

Framework (REF), Knowledge Excellence Framework (KEF), and Teaching Excellence Framework (TEF) submissions, and NSS performance.

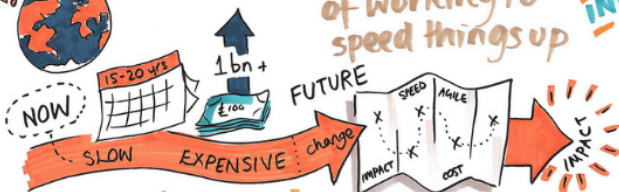
Management

- To be responsible for the effective management and performance of staff within the Institute, in accordance with UCL's behaviours framework or UCL's Ways of Working for professional services.
- Together with the Head of Operations, to devise and maintain the Institute's organisational and operational structures, including establishing a transparent and fair procedure through which duties and roles are allocated. To analyse and share headline duties and roles data for equity and sustainability.
- To work with academic and professional services managers, and delegate where necessary, to ensure that all staff within the Institute are well managed and motivated and have opportunities for development and progression.
- To pro-actively identify academic talent recognising both research and teaching excellence, both internally and externally, in pursuit of the academic vision of both the Institute and Faculty and ensure the retention of high performing staff.
- In consultation with the Dean of Faculty, to lead on the development of business cases, for example the development of new degree programmes and acquisition of new space.
- To participate in appointments to all academic positions within the Institute and advise the Dean of Faculty on academic Senior Promotions.
- In accordance with the Academic Manual, hold at least two all staff meetings annually, addressing key departmental issues (e.g. strategy, vision, objectives, finances, etc.).

Getting **results** **FASTER** for patients

22nd
JUNE

?? we want to answer important questions to improve health globally



Improved DESIGN of Trials
3 new approaches
making an impact
Improve speed cost agility

new ways of working to speed things up
DESIGN RUN INNOVATE

FACTORIAL TRIALS
explore different aspects in a bundle of treatment
asking multiple?? needs fewer patients
the randomisation bear

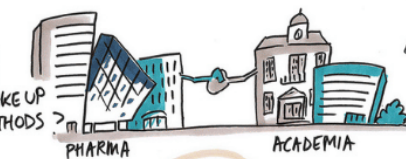
MULTI ARM MULTI STAGE TRIALS
allows several new treatments to be tested at the same time
unsuccessful treatments are spotted + stopped early
Saves time + £100

Involve Patients

STRATIFIED MEDICINE TRIALS
targeted
patients divided by biomarker
faster
Right treatment to the right person

WORKING WITH STAKEHOLDERS
Results are only part of the STORY
communicate
refine message
advocate for change
support implementation

?? HOW DO WE ENCOURAGE GREATER TAKE UP OF NEW METHODS?
new? oh no...



SYSTEMATIC REVIEW / META-ANALYSIS
A bigger picture
more generalised reliable results
FAME
start earlier
make decisions sooner
Focus on most likely to succeed

small improvements can have a BIG impact



What else can we do? What else can YOU do?

drawn by www.graphicchange.co.uk

- To ensure the completion of probation reviews, appraisals, and annual leave for all staff within the Institute, and undertake the annual appraisals of direct line reports, in accordance with UCL's professional development framework.
- To work closely with the Head of Operations and Faculty Director of Operations to develop, agree, and maintain an appropriate professional and technical staffing structure within the Institute.
- To ensure that staff and students are appropriately advised and / or signposted to advice in order to ensure compliance with UCL policies and procedures affecting them.
- To have conversations where necessary in support of performance, a positive and transparent team culture, and mission of the Institute.

Strategic Development, Budgeting, Financial Reporting and Audit

- Working with the Dean of Faculty, to take responsibility for the overall planning and implementation of the Institute's budget and the achievement of agreed budgetary targets, particularly bringing leadership around the development of these plans relating to UCL strategic priorities.
- To lead on the development of the integrated planning activity for the Institute and contribute to the development of the Faculty Strategic Plan.
- Working with the Head of Operations and Finance, to set budgets, in year forecasts, monitor in-year expenditure and implementing corrective actions as needed to ensure that annual financial performance targets are met.
- To ensure adherence to the obligations outlined in the UCL Financial Regulations.

Research and Innovation

- To champion research and innovation in the Institute, fostering cross-disciplinary research across the Institute, Faculty and UCL and follow research governance and ethical requirements.
- In liaison with the Vice-Dean, to ensure that the

Institute's academic vision is in line with the Faculty's research and innovation strategy. To take the lead for research governance and the associated procedures.

- To provide strategic leadership for the advancement of clinical trials methodology and innovation across the Institute.
- To work closely with the MRC Centre of Research Excellence in Clinical Trial Innovation and other key partners to strengthen ICTM's national and international leadership in clinical trial innovation.
- To develop and maintain strategic relationships with funders, regulators, healthcare organisations, industry partners and academic collaborators in support of the Institute's research mission.
- Develop and carry out world-leading original research activities for the Institute's/Research Group's by sustaining a personal research plan by managing and undertaking research activities in accordance with a specific project plan in the appropriate research team.
- Sustain a publication record of internationally leading publications, publishing in refereed journals and presenting at conferences.
- Sustain a track record of significant influence in the discipline, whether in academia or in the appropriate private or public sectors.
- Contribute to peer review bodies/committees, professional organisations, learned societies, Research Councils etc.
- Develop research proposals and funding bids in collaboration with others.
- Negotiate and secure funding contracts in research specialism to support self (and possibly a group of colleagues).
- Within research project, take the lead in setting research objectives and programme of implementation.
- Direct, coach and develop research staff, where appropriate.
- Ensure that research projects are completed on time and within budget.

Education and Student Experience

- To ensure that the Institute continues to deliver a suite of academically excellent, viable and competitive degree programmes at all levels.
- In liaison with the Vice-Dean (Education), to ensure a consistently excellent student experience.
- To ensure that the Institute provides a supportive and positive student experience, in which students are supported in their learning and development and have a positive experience studying at UCL.
- To ensure that students are aware of and have access to the range of support services and opportunities that are available at UCL, provided either through UCL centrally, the Students' Union or other external partners i.e. NHS support services.
- To ensure that the Institute engages with students in the design and review of its curriculum and student experience offer.
- In liaison with the Vice-Dean, to maintain awareness of UK Higher Education regulatory conditions and requirements, ensuring compliance with all relevant standards and policies.
- Contribute to the development of CPD and Leadership training
- In liaison with the Vice-Dean (Education), support cross Faculty education initiatives.

Enterprise, Knowledge Exchange & Advancement

- In liaison with the Vice-Dean, to ensure provision of and support of Continuous Professional Development, Knowledge Exchange, and Enterprise activities.
- Develop with the Vice Dean (Enterprise) industry engagement and commercialization opportunities for the benefit of the Institute.
- To engage with the Office of the Vice-President (Advancement) to identify and pursue fundraising and alumni engagement opportunities, for the benefit of the Institute, Faculty, and wider UCL community.

Equality and Inclusion

- Develop a departmental culture that values our staff, delivers equality, and diversity outcomes.

- To act day-to-day as a role model, visible champion and advocate for UCL's strategic objectives
- To be a visible champion for the Institute's local activities, using data to improve equality, diversity and inclusion.
- In liaison with the Vice-Dean, promote UCL values and ways of working.

Operational Management

- To ensure that the committee structure and governance and operations of the Institute operate in line with UCL regulations as set out in the Academic Manual and Faculty guidance.
- To manage the Institute's estate footprint in conjunction with the Head of Operations, in line with UCL's space management principles and standards.
- To demonstrate leadership and commitment for fire, health, safety and wellbeing, and to be accountable for ensuring the necessary resources to meet legal and UCL standards through the implementation and continual improvement of the Departmental health and safety management system (T100 or T100 Lite).
- To demonstrate leadership and commitment for sustainability, ensuring the necessary resources to meet environmental and sustainability legal requirements and to address key aspects of UCL's sustainability policy and plan relevant to the department.
- To work with UCL's major incident team in the event of a major incident or emergency at UCL, including being contactable outside working hours.
- To maintain the agreed security measures in the Institute, in consultation with the UCL Security team.
- To work with the Head of Operations on the appropriate procurement of items as per UCL procurement policies.

Communications

- To establish appropriate channels of communication within the Institute, promoting a common sense of purpose and collegiality.
- To create a culture of open and transparent communication, ensuring mechanisms for the cascade of information within the Institute as appropriate.

Other Duties

In addition to the core elements required of a Head of Department at UCL, the following Faculty and Department specific objectives are also required for this Head of Department post.

- To work closely with Faculty leadership to develop a strategic plan that delivers financial stability and improvements against UCL's KPIs.
- To review and improve arrangements to calculate, manage and allocate workload in the Department, prioritising fairness and wellbeing.
- To take steps to build a cohesive sense of belonging and support in the Department, responding to feedback from staff and students and in line with the UCL People Plan.
- Any other duties commensurate with the grade, spirit and purpose of the post as requested by the Dean of Faculty.

This role description reflects the present requirements of the post, and as duties and responsibilities change/develop, the role description will be reviewed and be subject to amendment in consultation with the post holder.

Clinical duties and responsibilities

- Where the Director is Clinical and wishes to hold an Honorary Consultant contract, clinical sessions will be arranged depending on the nature and amount of clinical work that the appointee wishes to undertake (after discussions with the appropriate Medical Director).
- A minimum of two programmed activities will relate to direct clinical care, depending on the research and clinical interest of the appointee. See Annex A in the [Full Role Profile](#) for conditions relating to a clinical appointment.

Further Information

- Full details on the role duties, responsibilities and experience requirements are available in the [UCL – ICTM Director – Full Role Profile](#).
- The [UCL Academic Manual](#) defines the framework, governance, and expectations for academic leadership roles.
- The [Seven Principles of Public Life \(the Nolan Principles\)](#) set out the standards of conduct expected of those in public life and are relevant to this senior leadership appointment.



6. Person Specification

Qualifications, Knowledge and Experience:

- Educated to PhD level in a field relevant to clinical trials.
- For Clinical Applicants:
Medical degree* and higher academic degree e.g. MC/MS, or equivalent and Accreditation or membership to a relevant Royal College and Certificate of Completion of Training, or equivalent.
- An internationally recognised academic leader with a substantial track record of research excellence and publications in clinical trials, trial methodology or a related discipline.
- Track record of successful applications for external research grant funding.
- Evidence of contributions to peer review bodies/committees, professional organization, learned societies, government committees or Research Councils etc.
- Experience of working successfully with internal stakeholders and external partners to deliver academic programmes.
- Knowledge of UK University Teaching, Research administration and funding.
- Demonstrable experience of managing resources and risk effectively, including budgets, staff and estates, within the statutory and regulatory policies of the organisation.

Skills and/or Abilities:

- Demonstrable evidence of academic leadership and a proven ability to lead, develop and motivate colleagues to achieve departmental and faculty goals.

- Evidence of successful collaboration with other research teams/institutions and significant and sustained success in obtaining research grants.

- Ability to demonstrate effective negotiation skills to work with and through others.

Outstanding written and oral communication, interpersonal and negotiation, influencing and relationship building skills. An ability to adapt communication style to meet the needs of the audience and message.

- Ability to contribute effectively to corporate strategy and to promote corporate values and objectives both internally and externally.
- A proven capacity to spot, create and seize opportunities for development.
- Decisiveness and a results orientation, allied with an ability to encourage participation, responsibility and accountability.
- A collegial and inclusive approach to management and a commitment to good internal and external communication.
- Good planning skills allied to well-developed analytical and problem solving skills.
- The ability to build positive relationships with colleagues, student representatives and (where appropriate professional bodies).
- The ability to be persuasive, promoting a positive image of the Department and enhancing its representation.
- Good listening, influencing and advocacy skills.
- Commitment to UCL's equality and diversity strategy and a strong, clear vision for accelerating progress in this area.

- A commitment to academic ideals in teaching, research, knowledge transfer and pastoral care.
- Ability to exercise tact and discretion and display a professional attitude towards colleagues, students and others.
- Promote UCL's values and corporate objectives to colleagues and externally to UCL.
- Ability to balance and prioritise multiple leadership and management roles, ensuring institutional priorities and key duties and responsibilities are effectively discharged in a timely manner.

Desirable Criteria:

- Experience of leading major research infrastructure, centres, programmes or collaborative initiatives at national or international level.
- Experience of developing strategic partnerships with funders, healthcare organisations, regulators, industry partners or international research collaborators.
- Understanding of the regulatory and governance environment for national and international clinical trials.

*Non-UK trained applicants must supply at interview evidence of eligibility for full GMC registration and entry on specialist register.



7. Equality, Diversity & Inclusion

The Institute prides itself on operating in an inclusive environment where teamwork is highly valued, individual strengths are recognised and celebrated, and everyone is supported to reach their potential – irrespective of personal, physical, or social characteristics.

We are committed to advancing the careers of all colleagues, regardless of sex, gender identity, disability, age, sexual orientation, national origin, race, ethnicity, religion or belief, or social class (this list is not exhaustive).

The Athena SWAN Charter recognises commitment to advancing gender equality and creating inclusive cultures in higher education and research. The Institute of Clinical Trials and Methodology (ICTM) was awarded its first Athena SWAN Bronze Award in 2016 and received a further Bronze Award following its subsequent application in 2019. The Institute is committed to tackling gender inequalities and embedding an inclusive culture for all staff and students.

We provide reasonable adjustments to enable people to work and flourish with us and offer a range of mentoring schemes tailored to different staff and student groups to support professional and personal development.

The Institute upholds UCL's Dignity at Work and Work-Life Balance policies, and we actively support Wellbeing@UCL, the five-year wellbeing strategy for the whole UCL community, supported by our Wellbeing Champions.

As London's Global University, UCL knows that diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where we all belong. We particularly encourage applications from candidates underrepresented in UCL's workforce, including those from Black, Asian and ethnic minority backgrounds, disabled people, and – for Grade 9 and 10 roles – women.

Applicants are encouraged to familiarise themselves with UCL's policies on the [Prevention of Bullying, Harassment and Sexual Misconduct](#) and [Personal Relationships](#).

Read more about UCL [Equality, Diversity and Inclusion](#).



8. Rewards and Benefits

In addition to a competitive salary, commensurate with the seniority of the appointment, we also offer a comprehensive benefits package, including generous annual leave, enhanced maternity, paternity and adoption pay, a relocation scheme, season ticket loans, and an Employee Assistance Programme.

Highlights:

- A generous leave entitlement, including 27 days annual leave, six closure days plus statutory holidays. Carers' leave and unpaid leave are also available, as well as the opportunity to carry five days over each year.
- From day one: enhanced maternity, adoption and shared parental leave and four weeks paid paternity/partners leave.
- A one-term gender equality sabbatical for academics returning from parental leave – to catch up on their research without teaching load.
- An excellent pension scheme (USS).
- A free programme of training courses and development opportunities run at UCL, a study assistance scheme to help fund external professional development and free library access for all staff. Discounts on evening language courses are also offered.
- Health and wellbeing benefits including an Employee Assistance Programme and discounted medical insurance.
- Season ticket loans, a cycle scheme and an [electrical vehicle car salary sacrifice scheme](#).



9. Appointment Details and How to Apply

UCL has appointed **Veredus**, an executive search agency, to assist with this appointment (www.veredus.co.uk)

Applications should consist of:

- An up-to-date **Curriculum Vitae** with key responsibilities and achievements.
- A **Supporting Statement** (ideally no longer than two pages) explaining how your personal skills, qualities and experience provide evidence of your suitability for the role, with reference to criteria in the Person Specification.
- A completed **Diversity Monitoring Form and Candidate Supporting Information Form**, via the links below:

[DIVERSITY MONITORING FORM](#)

[CANDIDATE SUPPORTING INFORMATION FORM](#)

Applications should be sent via Veredus website -

[/https://www.veredus.co.uk/opportunities](https://www.veredus.co.uk/opportunities), quoting reference number **1316**.

All submissions will receive an on-screen acknowledgement when you apply through the Veredus website. If you do not see this confirmation, please contact us on education@veredus.co.uk.

General Data Protection Regulation (GDPR)

At Veredus, we take care to protect your privacy. For our privacy notice, please visit: [Veredus Privacy Policy](#)

Further Information

For a confidential discussion about the role, please contact our advising consultants at Veredus:

- James Griffin on james.griffin2@veredus.co.uk
- Reece D'Alanno on reece.dalanno@veredus.co.uk

Indicative Recruitment Timeline

The deadline for receipt of applications is

9am on Friday, 2nd October 2026.

Interviews will be held **w/c 9th November 2026** with candidate visits scheduled to take place in the two weeks prior.

Accessibility Statement

We are committed to ensuring that anyone can access our application processes. Should you require access to this document in an alternative format, wish to apply in a different format, or need any other reasonable adjustments made for you (including at interview), please contact us on education@veredus.co.uk



