Yorkshire Cancer Research

Role Profile

Details

Job Title:	**Research and Policy Executive Assistant**
Job Grade:	**Officer**
Reports to:	**Director of Research, Policy and Impact**
Based in:	**Harrogate, North Yorkshire**
Hours:	**Full time, 37 hours**

Overall purpose

As Executive Assistant to the Director of Research, Policy and Impact, you will provide high-quality, confidential and proactive executive and administrative support to the Director and coordination support across the Research, Policy and Impact directorate.

You will manage the Director's diary, priorities, correspondence and meeting commitments, helping to ensure that time and attention are focused on the directorate's most important strategic, operational and governance priorities.

You will support effective coordination across the directorate's research and clinical trials, cancer insight, data and impact, and policy and public affairs functions. This will include planning meetings, preparing agendas and briefing materials, maintaining accurate records, monitoring decisions and actions, and supporting communication with internal and external stakeholders.

Success in this role will require excellent judgement, forward planning, attention to detail and the confidence to manage competing demands. You will handle sensitive information appropriately and build trusted working relationships with colleagues, Trustees, researchers, healthcare professionals, public bodies, partner organisations and other stakeholders.

Key responsibilities

Executive support to the Director

- Proactively manage the Director's diary, identifying priorities, resolving scheduling conflicts and ensuring that sufficient preparation, travel and follow-up time is protected.
- Maintain an overview of the Director's commitments, deadlines and actions, anticipating upcoming requirements and prompting or escalating matters where appropriate.
- Support the Director in prioritising correspondence, meeting requests and other demands, using sound judgement to distinguish urgent, important and routine matters.
- Draft correspondence and quality-assure, presentations, briefing notes, reports and other materials on behalf of the Director.
- Coordinate travel, accommodation and practical arrangements where required.

- Manage confidential and sensitive information with discretion and in accordance with the Charity's policies.

Directorate coordination and governance

- Coordinate meetings for the Research, Policy and Impact directorate, including leadership meetings, full-team meetings, planning sessions and other working groups.
- Work with the Director and senior colleagues to develop purposeful agendas, commission papers and ensure that materials are circulated in good time.
- Produce accurate minutes or decision records, clearly identifying decisions, actions, owners and agreed deadlines.
- Maintain action and decision logs and follow up with action owners to support timely completion.
- Coordinate the directorate's forward meeting plan and key annual activities, helping to identify dependencies, deadlines and potential clashes.
- Support the preparation and coordination of directorate contributions to Executive Team, Board and Committee papers, ensuring that the correct templates, approval routes and deadlines are followed.
- Maintain well-organised records and document libraries so that authoritative versions of papers, decisions and supporting information can be retrieved efficiently.

Research, policy and impact administration

- Provide coordination support for key directorate processes, which may include research funding activity, peer review and assessment meetings, impact reporting, policy development and stakeholder engagement.
- Coordinate meetings and information flows involving researchers, healthcare professionals, NHS organisations, universities, public bodies, charities and other partners.
- Support the management of consultation responses, briefings, funding or governance papers and other time-sensitive directorate outputs.
- Undertake accurate formatting, proof-reading, version control and final document checks for reports, presentations and external-facing materials.
- Assist with the collection and collation of information for directorate plans, reports and governance returns, without taking responsibility for specialist analysis or professional judgement.

Stakeholder and relationship support

- Maintain accurate stakeholder and contact information for the Directorate and support a planned approach to key relationships.
- Coordinate internal and external meetings, including liaison with Trustees, senior colleagues, researchers, NHS leaders, academics, government and public-sector contacts, funders, partners and other charities.
- Prepare meeting packs containing agendas, relevant background information, previous actions and practical arrangements.
- Ensure that agreed follow-up correspondence and actions are recorded and progressed after meetings.
- Represent the Director's office professionally and build positive, trusted relationships with colleagues and external stakeholders.

Other

- Provide cover for other Executive Assistants and contribute to consistent executive support arrangements across the Charity. This may include attending key meetings such as Directorate, Committee or Board of Trustee meetings to record minutes.

Qualifications

- Educated to Level 3 (such as A-level or T-Level) or able to demonstrate equivalent knowledge and capability gained through relevant experience.
- A recognised business administration or executive support qualification would be advantageous but is not essential.

Knowledge and experience

- Substantial experience of providing proactive executive or senior-level administrative support in a complex organisation.
- Demonstrable experience of managing a demanding diary, competing priorities and confidential correspondence.
- Experience of coordinating senior-level meetings, preparing agendas and papers, recording decisions and monitoring actions.
- Experience of quality-assuring professional documents, reports and presentations for senior or external audiences.
- Experience of working with a wide range of internal and external stakeholders.
- Advanced working knowledge of Microsoft 365, particularly Co-Pilot, Outlook, Word, PowerPoint, Excel, Teams and SharePoint.
- Experience of using document-management, CRM, HR or other corporate systems.
- Experience in a research, health, charity, university, public-sector or policy environment would be advantageous but is not essential.
- An understanding of good governance, confidentiality, information management and data protection.

Skills and abilities

- Excellent organisational and forward-planning skills, with the ability to anticipate needs and manage multiple competing priorities.
- Sound judgement and confidence in making day-to-day decisions within agreed parameters.
- Ability to understand and summarise complex or technical information accurately, while recognising when specialist input is required.
- Excellent written English, proof-reading and document-production skills.
- Ability to produce clear agendas, minutes, decision records, action logs and professional correspondence.
- Strong interpersonal skills and the confidence to communicate appropriately with senior leaders, Trustees and external stakeholders.
- A collaborative and service-focused approach, combined with the ability to work independently.
- Diplomacy, discretion and consistently high standards of confidentiality.
- Excellent attention to detail ensuring accuracy and quality of work in all tasks including preparation of documents, scheduling of meetings, proof-reading communications and other administrative tasks.

- Confidence in improving administrative processes and adopting digital tools appropriately.
- Ability to remain calm, flexible and solutions-focused when priorities change.

Other requirements

- A willingness to complete our pre-employment checks (to be undertaken once the role is offered and accepted) which include:
  - A check on your employment history by seeking two references
  - A check on your eligibility to work in the UK as per the Immigration, Asylum and Nationality Act 2006
  - A check on your highest educational achievement(s)
  - A check on your professional qualification(s)
  - A DBS check at the level relevant to your role.
- Satisfactory completion of a pre-employment health assessment. If needed, you will also be required to undergo a medical assessment (at the charity's expense) by a medical practitioner of the charity's choosing.

DBS Check Level

- This role requires a DBS check at basic level.

Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' below).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing charity branded clothing or whilst on duty. If the post holder chooses to, the charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

Yorkshire Cancer Research

Our Values

Here for Yorkshire	United by the cause	Think big and bold	Make it happen
The needs of people in Yorkshire come first. They are at the heart of everything we do.	We collaborate with each other and with other organisations; united by the need *to Give Yorkshire More Life to Live.*	We deliver world-leading research and services. We dare to think differently.	We create and build solutions. We approach our work with positivity, energy and drive.

Our Behaviours

	Behaviours
Here for Yorkshire	**The needs of people in Yorkshire come first** Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act. **People are the heart of everything we do** When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.
United by the Cause	**United by the need to *Give Yorkshire More Life to Live*** We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.

	We collaborate with each other and other organisations We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.
Think Big and Bold	**We deliver world-leading research and services** We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation. **We dare to think differently to Give Yorkshire More Life To Live** We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals. Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.
Making it Happen	**We create and build solutions** We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision. **We approach our work with positivity, energy and drive** We see every challenge as an opportunity to provide a solution. When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions *To Give Yorkshire More Life To Live*. We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.

Yorkshire Cancer Research

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the Charity)

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Charity collect?

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers , information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Charity process personal data?

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

How we use AI in the recruitment process

We use AI based tools to assist with parts of the recruitment process. The tool may:

- Review applications for matches to essential and desirable criteria
- Analyse key words, skills, qualifications or experience
- Rank or score applications
- Identify where candidates indicate they do not meet essential requirements (e.g., answering 'No' to mandatory questions) and flag such applications for filtering

If the role requires specific mandatory skills or qualifications, the AI tool may:

- Automatically flag or filter candidates who have indicated they do not meet those essential requirements
- Present filtered applications separately for review
- Recommend that such applications do not proceed

A human decision maker will remain involved at all stages of the recruitment process. We do not make final recruitment decisions based solely on AI and the recruitment team examine all AI recommendations before any application is progressed or rejected.

We use AI tools to:

- Increase consistency and fairness in screening
- Manage high volumes of applications efficiently
- Help identify applicants who meet the essential criteria for the role
- Reduce human error and unconscious bias
- Support (but not replace) human decision making

To ensure fairness and protect your rights, we apply the following safeguards to any AI assisted decisions:

- AI outputs are always reviewed by human decision makers
- All candidates may request human intervention or contest AI influenced decisions
- We regularly assess AI tools for accuracy and bias
- We maintain transparency regarding what the tools do and don't do.
- Essential criteria used for filtering are clearly set out in the job description or application form

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- Request human intervention in AI supported decisions;
- Contest an AI assisted decision;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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