

## Vacancies for Salivary Gland Cancer Working Group

### Background

Prior to its closure, the NCRI Head and Neck Group published its strategic priorities for Head and Neck Cancer Research across the UK in 2022. This working group was tasked ‘to identify the gaps in salivary gland cancer research and develop strategic priorities for this area of research.’ Pending the establishment of a successor organisation to NCRI, Salivary Gland Cancer UK (SGC UK) will continue the planned activity with the intention of re-integrating with the NCRI successor.

### Salivary Gland Cancer Working Group Remit

The SGC UK Salivary gland cancer Working Group will identify the gaps in salivary gland cancer research and develop strategic priorities for this area of research. This aligns with priority 2 of the former NCRI Head and Neck Group Strategic Priorities.

This working group will bring together key stakeholders from across the community to improve outcomes for patients with salivary gland cancer. The group will host a workshop and strategy day to identify the most important unanswered research questions in the field and develop a set of strategic priorities for future salivary gland cancer research.

### Role Profile

<u>Role Title</u>	<u>Member of the SGC UK Salivary Gland Cancer Working Group</u>
<u>Reports to</u>	<u>Chairs of the SGC UK Salivary Gland Cancer Working Group</u>
<u>Location</u>	<u>Virtual (there may be a need to travel to London or Manchester)</u>
<u>Salary</u>	<u>Voluntary Role</u>
<u>Role Term</u>	<u>Project timelines to be defined but expected to be one to three years initially</u>
<u>Commitment required</u>	<u>Approximately six working days annually</u>
<u>Application deadline</u>	<u>Monday January 15<sup>th</sup> 2024 at 5pm</u>

### Role and Responsibilities

- Support the planning and implementation of this working group to deliver against the strategic priority, to set timelines.
- Work collaboratively with your fellow working group members to deliver against the strategic priority.
- Attend all working group meetings which will occur every 12 weeks, virtually and last approximately 2 hours.
- Ensure early career researchers and patient advocates are involved in the work of the working group.
- Support the Chairs to keep the working group implementation plan up to date.
- Form strong links with relevant organisations, national initiatives, groups, and

- networks.
- Interact with:
    - Other stakeholders, to coordinate research activities as appropriate.
    - Other relevant site-specific and cross cutting Groups.
    - Clinical Trials Unit (CTU) Groups to optimise development of the UK cancer trials portfolio.
  - Engage in additional special tasks/projects at the request of the Group.

### **Key Qualities, Experience and Behaviours**

Members must be able to display or have the attributes below:

- Experience as a researcher in the field and achievement of academic excellence in cancer research.
- Ability to work with stakeholders at all levels across a range of organisations.
- Strong communication skills.
- Strategic and forwarding thinking, with the ability to address challenges and provide innovative solutions.
- Passionate and driven about working together as a team and with the research community towards a common purpose to achieve better outcomes for all those affected by cancer through research.
- Positive commitment towards equality and diversity by treating others fairly and a track record of promoting collaborative research.

### **Membership Term**

Working Groups are time limited. At the first meeting of the working group, members will develop a timeline for the project. Members are appointed to the working group for the duration of the project.

### **Remuneration**

This is a voluntary, not a remunerated, position. Membership of this Working Group can be considered as national work.

### **Applications**

If you are interested in participating as an active member of the Working Group “Salivary Gland Cancer”, please submit your application by **Monday January 15<sup>th</sup> at 5pm**. You will need to complete the screening questions and submit your CV in support of your application.

Please contact Salivary Gland Cancer UK by email to [admin@salivaryglandcancer.uk](mailto:admin@salivaryglandcancer.uk) should you wish to discuss your application.

For further information on Groups including meeting frequency, membership composition, please see ‘SGC UK Working Group Terms of Reference’.