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## Director, Cancer Center Research

Application deadline: January 15, 2019

Reports to the Director of the Cancer Center and the Executive Director of the Cancer Center, and is responsible for administration of all research programs within the MGH Cancer Center. Works closely with the Cancer Center's Scientific Director, Clinical Director and Director of Clinical Research on the oversight and integration of laboratory-based, translational and clinical research.

Due to rapid advances in scientific discovery and clinical trials at the MGH Cancer Center, there is an increasing need to provide strong administrative and strategic direction and to develop formal linkages between a large array of basic, translational and clinical research programs on cancer. The MGH is committed to speeding the development of new diagnostic tests, cancer treatments, and other interventions that benefit individuals with cancer and people at risk for developing cancer. Both existing and planned cancer research efforts will require formalized administrative support and oversight to achieve our goals of scientific discovery and their clinical applications.

Key to multi-year initiatives will be the development of an organizational structure to support current and future needs of the MGH Cancer Center research programs. New research ventures include collaborations related to genomic, epigenetic, proteomic, chemical biology, immunobiology, and computational biology resources; and multi-disciplinary programs in liquid biopsies and early cancer detection, cancer immunotherapy and immunopathology assays, and both inter-academic consortia and pharma/biotech alliances.

In addition to major responsibilities for administration of the research mission within the MGH Cancer Center, the position also serves as an institutional representative to the Harvard-wide comprehensive cancer center (seven-institution consortium Dana Farber/Harvard Cancer Center; DF/HCC), representing the MGH Cancer Center for all basic and translational research activities, including Harvard-wide clinical trials. The position is also accountable to the tri-institutional (MGH, Brigham and Womens, Dana Farber) joint venture, Dana Farber/Partners Cancer Care (DF/PCC), for the oversight of the clinical trials program administered through this collaborative venture.

### ***PRINCIPAL DUTIES AND RESPONSIBILITIES:***

**General Responsibilities:** The Director of Research will have primary administrative responsibility for the existing basic, clinical and translational research programs at the Cancer Center and will be responsible for promoting new collaborations within the Center, in concert with the Cancer Center Director, Scientific Director, Clinical Director and Director for Clinical Research. This will include the development of new core resources and programs to support a

large group of lab-based investigators within the Center for Cancer Research (CCR) and a major clinical research enterprise that includes a prominent early phase/first in human clinical trials program (within the Termeer Center for Targeted Therapies). In addition, major translational efforts link the basic and clinical enterprises, including the CAR-T/immune cell processing facilities and tissue-based collaborations with the MGH Pathology Department, and the Cancer Center serves to coordinate and support cancer research housed in multiple individual MGH Departments. Key roles and responsibilities include the following:

- Provide oversight of finances, space, operations, and development for all Cancer Center research programs, in concert with the Cancer Center leadership and the associated Principal Investigators.
- Responsible for strategic planning for future collaborations between academic partners and industry.
- In concert with Cancer Center leadership, develop the strategic plan and business case for basic, translational and clinical research initiatives and work with the Cancer Center Director and Executive Director to align institutional resources and fundraising priorities.
- Work closely with the Cancer Center and Clinical Director on recruitments of research faculty and staff including the development of support packages.
- Develop implementation plans for new collaborations and interfaces with Legal Counsel, the Office of Industry Interactions, and Hospital administration.
- Interface with the IRB and monitor potential conflicts of interest; also work with the Cancer Center Practice Administration to operationalize research efforts within the clinical setting; oversight over lab-based operations and research grant management.
- Work with Program Directors to balance priorities, clinical trial portfolios, and staffing.
- Develop strategies for clinical trials in the network and support clinical trials advisory services as part of international advisory engagements.

The Director of Research will also serve as an institutional liaison to DF/HCC consortium and work with the Cancer Center Director on matters related to governance, participation, and fulfillment of grant requirements. The Director of Research will have direct oversight over the scientific Senior Project Managers and the research grant management team supporting the Center for Cancer Research, which constitutes the lab-based faculty. He/she will also have oversight over the Administrative Director overseeing the Cancer Center Protocol Office (CCPO), which manages all cancer-related clinical trials at MGH, including data management, clinical research support and grants administration. The Cancer Center Grants Management team report directly to the Director of Research; and both Development and Marketing/Public Affairs functions associated with cancer research will have a matrix report to the Director of Research.

**Laboratory Research:** The CCR is an inter-departmental research unit that includes approximately 50 independent faculty members, with academic appointments in the various departments that constitute the Cancer Center, some 300 laboratory members (postdoctoral fellows, graduate students and technologists) approximately 60,000 sq ft of research space and an annual research budget of ~\$50M. Administrative staff include a Scientific Programs Manager, multiple lab managers, research grant administrators and administrative support staff.

The Director of Research will oversee the administrative components of this large, interactive and vibrant research community, working directly with the Cancer Center Director and Scientific Director to ensure continued academic success and financial strength. In addition to individual laboratory groups, the CCR includes core resources, and supports translational facilities, many of which are in partnership with the Dept of Pathology, requiring both fiscal and administrative oversight.

**Clinical Research (Protocol Office):** Much of the clinical research program for the MGH Cancer Center is centered around the Cancer Center Protocol Office (CCPPO) which coordinates the development of both interventional and non-interventional research studies in cancer. The CCPO employs approximately 150 data managers and research nurses, with an annual budget of ~\$15M, derived in part from pharmaceutical contracts, research grants, philanthropic donations, and institutional support. The Administrative Director of the CCPO, who oversees all operational aspects of the CCPO, will report directly to the Director of Research. In addition, the Director of Research will work with the Clinical Director and the Director of Clinical Research to formulate and implement the overall strategy for the MGH Cancer Center research portfolio, pharma/biotech research alliances and partnerships. This will also include working with the CCPO Administrative Director to implement management strategies, quality assurance methods and develop tools for financial analysis. Together with the CCPO Administrative Director, the Director of Research will also provide input on the feasibility of conducting trials, potential overlap or conflict with ongoing trials, and logistical and administrative issues; maintaining protocol information management and analysis system; acting as liaison with national cooperative groups, and maintaining information on investigational drugs, devices, therapies and diagnostics used by investigators, consistent with audit requirements.

**Clinical Research (DF/HCC CCSG):** While the implementation of clinical cancer research at MGH is managed through the MGH CCPO, the MGH is a founding member of the DF/HCC comprehensive cancer center grant (CCSG) consortium, and the mandated IRB (institutional review board) and SRC (scientific review) are jointly administered by the three clinical institutions (MGH, Dana Farber/Brigham, and Beth Israel Deaconess) through the DFCI IRB. The Director of Research will serve as a member of the DFCI Institutional Review Board, and have the key role of representing the MGH clinical research enterprise in the joint CCSG. In addition, the Director of Research will participate in the MGH Clinical Research Operations Committee, the MGH Clinical Policy and Oversight Committee (ClinPOC) and the DF/PCC Network Affiliate Committee. He/she will assist with the development of standards and procedures to coordinate clinical research effort across MGH and its partner institutions, including strategic planning of clinical research programs at MGH affiliated sites, foreign and domestic. The Director of Research will also have administrative responsibilities over the Cancer Data Registry, which encompasses the Cancer Data Registries at MGH and MEEI, working with the Manager of the Cancer Data Registry to devise and implement management and quality assurance strategies; providing budgetary oversight for the Registry, including capital and personnel resources to support office operations.; working with the Medical Director to ensure that standards of the State Department of Public Health are met.

**Administration and Supervision:** The Director of Research will have management oversight of the Administrative Director for research grants and finances, the Administrative Director of the CCPO, the Manager of the Cancer Registry, and the CCR Scientific Program Manager.

**Qualifications:**

Masters or PhD preferred. Bachelor's degree required. 10 years+ experience plus management. Must possess a proficient, working knowledge of the treatment of cancer across many different disease groups; regulations governing clinical research from an institutional, state and federal perspective as well as the Good Clinical Practice Guidelines from the International Conference on Harmonization. Has an excellent understanding of Grants administration and Cancer Center organization (e.g., National Cancer Institute CCSG regulations).

***SKILLS/ ABILITIES/ COMPETENCIES REQUIRED:***

Leadership skills that include strategic thinking, management of senior leaders, collaboration with multiple stakeholders, consensus building, innovation, planning and prioritization, and ability to execute on large scale initiatives.

***WORKING CONDITIONS:***

Standard administrative office space.

***SUPERVISORY RESPONSIBILITY:***

Supervises over 11 full time equivalents consisting of: Administrative Director for the MGH Cancer Center Protocol Office and Clinical Research Managers, Research Nurse Managers and Administrative and Clerical staff for clinical research; and Project managers for the Translational Research effort.

- Administrative Director of Research and Departmental Research Administrators
- Managing Director of the Cancer Data Registry

***FISCAL RESPONSIBILITY:***

Oversees a basic, clinical and translational research operation with annual expenditures of approximately 100 million dollars.

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