UNIVERSITY OF
WATERLOO

Job Title:	Director, Research Security
Department:	Office of the Vice-President Research and International
Reports To:	Associate Vice-President, Research Oversight and Analysis
Jobs Reporting:	None
Salary Grade:	USG 16
Effective Date:	October 2021

Primary Purpose

Reporting to the Associate Vice-President, Research and International, the Director, Research Security is responsible for identifying, developing, and implementing strategies to meet the security objectives of the University of Waterloo relating to research, as well as international and commercialization activities within the portfolio of the Vice President Research and International (VPRI). The Director is responsible for engaging and assessing with government officials on the identification and mitigation of research security threats. The Director will serve as a resource to senior leadership for best practices regarding research security, including data governance and activities of the Research Security Working Group. The Director ensures awareness and understanding, and appropriate application of the University's policies and procedures regarding legal protection of IP and export control.

Key Accountabilities

Leads the strategic direction of the Research Security portfolio

- Leads the VPRI's efforts to examine, advocate and advance research security matters in research, internationalization, and commercialization at the University by engaging with all levels of the University and Divisions.
- Engages with the University community to explore, understand and address issues of research security matters within research, international and commercialization activities as they relate to faculty and research staff.
- Works at a strategic level to promote research security within the University, takes a strategic role in change management processes, provides advice to VPRI and the senior leadership team on research security practices and processes.
- Provides leadership and direction in strategic planning activities to advance research security-related goals, working closely with the Vice-President, Research and International and senior leadership
- Drives the strategic direction based on a high-level of understanding of best practices in research security issues
- Provides expert counsel to senior administrators, faculty, and staff on research security
- Identifies new and significant opportunities for leadership, including educating the research community and pursuing potential new opportunities for collaborations, both internally and externally
- Evaluates current policies, practices and programs and external research security requirements to ensure Waterloo meets and where possible exceeds current best practices
- Supports the VPRI in liaising with other universities and with senior government officials regarding practices and approaches for safeguarding research
- Identifies and cultivates appropriate relationships with key individuals across Canada, for example, in other U15 universities, and other strategic partners who have objectives and interests in research security

- Leads the University's broad research security strategy as it relates to all Research portfolios including, for example, Research Partnerships, Tri-Agency funding, Industrial Partnerships.

Responsible for the planning, implementation, delivery and monitoring of research security-related initiatives across the research, international and commercialization enterprises

- Assesses, recommends and develops new strategies, initiatives, events and programs to promote research security across the University
- Responsible for oversight of the planning, implementing, monitoring and reporting annually on research security
- Employs project management approaches to ensure that research security strategies, events and initiatives are effectively and efficiently managed, including monitoring of information, logistics and progress, and reporting on project deliverables
- Develops and assesses strategies to develop and support risk mitigation strategies with respect to research security issues for all members of the research community
- Promotes the integration of research security-related considerations in research application practices, as well as practices related to commercialization
- In consultation with senior leaders, integrates research security principles into large strategic research initiatives operating across the University, in support of administration and management of the research initiatives
- Works with faculty and VPRI staff to ensure grant applications, and international agreements feature research security best practices exceeding sponsor requirements and research security considerations are applied to these enterprises
- Maintains a strong understanding of the current literature and the legal and legislative frameworks related to research security, and conducts related research (e.g. literature reviews, needs assessments, data collection and analysis)

Leads the implementation of engagement and outreach strategies for advancing research security across the research, international and commercialization enterprise

- Serves on VPRI committees and groups exploring challenges and barriers to advancing research security.
- Consults with senior decision-makers on a range of research security issues, ensuring the confidentiality and sensitivity of complex issues are appropriately managed.
- In consultation and collaboration with senior leaders, oversees the development of related training programs and workshops for faculty and staff. Contributes to activities designed to provide the broader research, international and commercialization community with knowledge and skills to address research security issues.
- Liaises with relevant, academic support units and the Office of the VPRI to oversee the development and delivery of education and training on a broad range of research security issues, with a particular emphasis on ensuring that such professional development and training is broadly available and accessible.
- Works with University Relations and provides advice to the VPRI Senior Leadership team on communication activity with regards to research, international and commercialization activities intersecting with matters of research security.
- Directs the development of research security-related communications materials used in research, international and commercialization activities, including VPRI websites and a variety of written materials. Contributes to newsletters, listservs, as appropriate, and other materials with a lens to matters of research security.
- Engages with external organizations, such as Public Safety Canada, and other institutions to contribute to internationally recognized best practices for safeguarding research

- Act as an expert resource to ensure research security related issues are disseminated across campus
- Builds strong relationships with staff and faculty to solicit input on key research security initiatives

Issues Management
- Responsible for liaising with national security officials, monitoring the development of external threats, managing researcher files related to such threats
- Triages issues of reputational significance to the University and works with the various Security Working Group or Senior Leader Team members or their designates to proactively and reactively manage security related issues of a broad nature.
- Evaluates emerging and longer term opportunities and threats with respect to research security
- Monitors national and international research security media and briefs the VPRI as needed, with attention to implications from the standpoint of both internal and external stakeholders
- Responds to and meets with broad range of internal and external individuals and groups, frequently related to matters of immediate security-related concern, and coordinates responses, solutions, and follow-up with the VPRI and other appropriate university officers.

*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education
- Master's degree required – (Business Administration, Political Science, Public Policy) or equivalent combination of education and job experience
- PhD considered an asset

Experience
- Minimum of five (5) years of relevant experience in progressively senior positions addressing, leading and advancing research security within a research-intensive, or post-secondary environment or similar complex organization
- Minimum of 3 years experience in project management and proven ability to align work priorities and realize strategic goals
- Experience leading and supporting largescale change initiatives
- Experience working with members of a senior leadership team on organization-wide committees and collaboratively with multiple stakeholders
- Experience in collating and analyzing qualitative and quantitative data and information in order to draft reports, provide briefing materials and recommendations to a range of audiences including senior leadership
- Extensive experience and knowledge of university policies and procedures and an understanding of the University's organizational structure, including its governance is a strong asset
- Development of policies/procedures/guidance documents related to research security is an asset
- Established network of contacts in Canadian academia and/or federal and provincial governments

Knowledge/Skills/Abilities
- Demonstrated knowledge of the geo-political context relevant to research and innovation. The understanding of vulnerabilities to research and innovation security, cyber security, intellectual property and data governance.

- Innovative and strategic thinker with a broad vision for the role of research security in achieving institutional excellence.
- The intellectual acumen and approach that will facilitate credibility and foster trust and strong, productive working relationships
- The professional confidence and communication skills to effectively engage community members on what can be contentious or delicate issues
- A strong understanding of systemic issues and analysis of the legal and legislative frameworks related to research security
- A high level of interpersonal skills and the capacity to listen effectively and sensitively to a broad range of diverse stakeholders, including faculty and staff members
- The ability to conduct research of superior quality on improving research security at research intensive universities
- Depth and breadth of knowledge of research funding programs, understanding of external funding and funding procedures is preferred
- Excellent interpersonal and communication skills, both written and oral for the preparation of reports and making presentations
- Good facilitation skills to lead groups to productive outcomes
- Excellent organizational and project management skills
- Ability to work on confidential and sensitive matters with tact and discretion
- Ability to manage challenging conversations with stakeholders
- Ability to work independently or in a team setting, with diverse individuals

Nature and Scope
- **Contacts:** Internally works closely with the VPRI, the Senior Leadership Team, Office of Research Directors, Executive Director Velocity and Director WatCo and other senior leaders. Also engages with Legal Services, Provost's Office, President's Office, and other external contacts as needed.
- **Level of Responsibility:** The position is responsible for meeting institutional level strategic goals and objectives relating to security issues in research, internationalization and commercialization within the VPRI portfolio. The Director, Research Security, will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to handle sensitive, confidential matters that are critical to the University. The Director will represent the VPRI in university-level research security committees and working groups. The Director will work closely with the VPRI and Faculty senior leaders with respect to priorities relating to all matters related to research security at the University. The Director will be integrally involved in strategizing and implementing decisions on issues related to research security. More generally, the Director will contribute in a professional and timely manner to the management of research security issues which may involve various levels of government, media, corporate leaders, opinion leaders, faculty and staff.
- **Decision-Making Authority:** The Director, Research Security is expected to be self-directed, independently sourcing and analyzing internal and external information and data to support the VPRI to deliver the research security mandate. The Director will make recommendations to the VPRI and senior leadership on research security issues. The Director will know when to escalate matters to the VPRI, or one of the VPRI Senior Leadership Team members.
- **Physical and Sensory Demands**: Minimal demands typical of a position within an office environment
- **Working Environment:** Due to the responsibilities of this role the incumbent may be exposed to stress and pressure at times.