Job Description

Job Title:	Research Security Manager
Department:	Office of Research
Reports To:	Senior Manager, Research Security
Jobs Reporting:	Research Security Analyst, Project Manager
Salary Grade:	USG 11
Effective Date:	June 2023

Primary Purpose

The key roles of the research security manager are to ensure that numerous parts of the research security program at UW are developed and implemented. The manager supports the university's research mission by providing content and process expertise and highly confidential geopolitical risk advice to senior administrators, divisional leaders, researchers, and other key partners, to include senior provincial and federal government officials. The manager will pro-actively support the preparation, submission, review, and ongoing administration of research security activities. The manager will interpret and advise senior university officials when required on policy and procedure as it relates to the development of security components of research and innovation applications, proposals and analytical assessment. The manager interacts and underwrites UW research security policy with both provincial and federal government officials. The manager provides strategic support and advice to the Director of Research Security, and reports directly to the Senior Manager.

Key Accountabilities

Manage analytic assessment process in key research security areas for the Director of research security and Senior Manager;

- Manage the analytic requirements for thousands of funding granting applications that will total millions of CAN$ in federal and provincial funding amounts;
- Ensuring accurate empirical material for funding applications to provide legitimacy to federal and provincial government assessments against which UW applications are measured;
- Manage the Research Security Data Analyst in a range of open-sourced analytic applications;
- Implement and keep up to date with software tools to evaluate potential partners and recommend software procurement as necessary to support UW system;
- Provide direction in how data analytics can be used within the research security program;
- Provide direct support and assistance to the Security Senior Manager in ensuring compliance is achieved in research grants;

Management and evaluation of research security risk in UW core systems and institutes:

- Responsible for mapping UW's most valuable areas of science and technology to evaluate how areas are vulnerable to foreign exploitation;
- Identify which UW systems may be subject to foreign interference, espionage, and possible cyber attacks and data exploitation;
- Interface with UW institutes and senior institutional leaders to outline the foundational planning for risk blueprints;

- Work with the Director of Research Security at UW to create workable planning processes that outline specific institutional risk mitigation measures and overall UW protection and resilience frameworks;
- Manage the implementation of research security risk protection process with the Director of Research Security
- Work directly with IST to create resilience in cyber security and data management systems for UW institutes;

Direct support to Director research security in key research security working group priority areas:

- Work closely with other UW units and sectors Legal Services, IT Services, Faculties, and Waterloo International, in relation to issues that arise in the research security portfolio related to international partnerships and collaborations;
- Management of research-related conflicts of interest issued as they arise within the AVP portfolio and relate to research security related challenges;
- Determine how conflict of issues and cases may include research security provisions;
- Work with ITS in areas of cyber security and data management security mechanisms for implementation and maintenance of UW research security program.
- Manage and conduct analysis on risk/benefit analysis for UW in relation to key areas of US law relating to procurement issues;
- Deep knowledge of the US McCain Act and its application in relation to UW equities;
- Direct assistance with research security strategic development planning, working closely with the Director of Research Security and AVP office.
- Direct engagement when required with faculty and departments in RS assessment and evaluation.

This position requires access to sensitive information and secure databases, the successful candidate must be able to be cleared for a Reliability Status security screening (see https://www.tpsgc-pwgsc.gc.ca/esc-src/personnel/information-eng.html).

**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 and sufficient experience (2-3 years) in research security matters.

Experience

- Experience working with Provincial and Federal ministries / agencies, particularly in the security and innovation context;
- Experience in developing and leading research security or related training initiatives for relevant stakeholders;
- Experience developing of security components for research and innovation applications, proposals and partnerships, including advising on relevant security processes and approvals;
- University's organizational structure, including its governance is a strong asset;
- 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.
- Experience and knowledge of university policies and procedures and an understanding of the Knowledge of one or more languages (in addition to English) is an asset.

Knowledge/Skills/Abilities

- Demonstrated managerial and relationship building competencies, with exceptional skills in cross-cultural understanding and communication;
- Demonstrated knowledge of the geo-political context relevant to research and innovation.
- A strong understanding of the Ontario provincial context and the interplay between federal and provincial stakeholders in establishing research security norms and best practices.
- A strong understanding of systemic issues and analysis of the legal, legislative and regulatory frameworks related to research security.
- Demonstrated ability to work both independently and collaboratively, build consensus, maintain confidentiality, exhibit sensitivity to the needs and interests of a variety of stakeholders, and support the functioning of a diverse team both within an individual department and across the institution;

Nature and Scope

- **Contacts:** Internal: This position will be in frequent contact with researchers, senior administrators, university staff across multiple departments. External: This position requires maintaining excellent working relationships with industry partners, government officials and funding agencies. Liaises with professional and government regulators and agencies representing the University on matters that are highly sensitive and confidential.
- **Level of Responsibility:** Manages the analytic process and opens-sourced empirical analysis; serves as a significant and influential contributor to the application of appropriate technology to OR systems and analytic processes; manages elements of the research security working group plan to support achievement of the research-related goals set out in the University Strategic Plan; conducts research and makes recommendations to contribute to and inform senior management decision making and strategic planning. The ability to hold a secret security clearance is required for the position.
- **Decision-Making Authority:** Routinely makes decisions regarding the most effective means of managing analytic assessment and information systems, process initiatives, including allocation of staff and resources, collaboration, consultation, and other key accountabilities; investigates and makes decisions with respect to managing change, determining optimal choices for the continual improvement of OR systems, and establishing and implementing the best methods of meeting the needs of internal and external stakeholders.
- **Physical and Sensory Demands**: Minimal demands typical of a position operating within an office environment; strain resulting from extended periods of sitting, concentrated use of visual senses, repetitive motion, and prolonged close attention to detail.
- **Working Environment:** Minimal demands typical of a position operating within an office environment; strain resulting from extended periods of sitting, concentrated use of visual senses, repetitive motion, and prolonged close attention to detail**.**