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Senior Research Security Advisor

Department/Division/Faculty:	Research Support & Compliance Division (RSCD)
Campus/Location:	White City Professional Services Hub
Job Family/Level:	Professional Services; Level 4 (Salary scales)
Responsible to:	Head of Research Security
Line management for:	None
Key working Relationships (Internal):	Director of Research Security and Contracts, Chief Research Support and Compliance Officer and other senior University officers; RSCD staff; Enterprise staff; Faculty Chief Operating Officers; Research Services staff; Academic staff; other research and administrative staff
Key Working Relationships (External):	Staff from collaborating organisations including other universities; relevant Government departments; research funders and external counsel when needed
Contract type:	Permanent – Open-Ended

Purpose of the Post

Imperial College London is a global university with international collaboration forming a major part of its research portfolio. With such internationalisation, the University must ensure that its activity is carried out in accordance with Imperial's academic mission and values, exemplifying the highest degrees of excellence and integrity, with respect for both domestic legislation and applicable international regimes. Working with the Head of Research Security, the post of Senior Research Security Advisor will support the development and implementation of policy, process, and practice to underpin Imperial's capabilities in taking a responsible and informed approach to research security — including compliance with export and trade control legislation and connected research security requirements and considerations. As a member of Imperial's Research Security Team within its central Research Support & Compliance Division, the role holder's primary objective will be to facilitate security-conscious collaborations that are sensitive to the international context and protective of Imperial's academic independence and integrity.

Key Responsibilities

Strategy

- Working with the Head of Research Security and key internal stakeholders, implement an institutional approach to research security that is targeted, proportionate and effective, meeting the

needs of departments and fostering a practical and confident understanding in the academic community.

- Working with the Head of Research Security and key internal stakeholders, deliver an institution-wide programme to increase and maintain awareness of research security related issues within Imperial community, with particular focus on formal and informal research activities and interactions participated in by Imperial staff and students.
- Collaborate with and support designated departments and research groups, working with them to enable assured international collaborations take place.
- Foster and promote a security-conscious approach to all research and a connected activities, including specifically a focus on critical assessment of the risks.
- Cultivate strong internal and cross-sector collaboration and consensus on research security priorities and best practice.

Operational Responsibilities

- Acting as a principal support for research security matters with designated departments, providing targeted advice, guidance and practical help to enable academics to manage their research security responsibilities.
- Provide high-quality expertise and advice on research security risks, suitable protective measures, and practice.
- Provide support and guide academics and designated departments on appropriate UK export licence applications through SPIRE, the Government online export licensing system including advice on the timely preparation, processing, and management of export licences.
- Support the update and enhancement of guidance materials and tools concerning research security issues.
- Manage systems to identify, record, and track export licence applications and licences granted to Imperial for exported technologies, including processes to monitor licences granted, to ensure that expiry and other issues are managed correctly and in a timely manner.
- Carry out due diligence and investigate activities to identify research security risks.
- Support the assessment of Imperial's OGEL requirements, coordination of applications and process for use of OGELs, including maintenance of appropriate record keeping for audit purposes.
- Working with the Head of Research Security, deliver an awareness programme for academic and research staff to highlight research security risks and connected considerations in core research and teaching at Imperial.
- Coordinate training, utilising external agencies where necessary, to ensure that the academic and research staff are fully aware of their responsibilities in respect to export controls.
- Identify and advise the University on changes to legislation or HM Government policy that may impact University activities, including export control legislation (ECA 2002, ECO 2008) , sanctions (SAML 2018) and embargoes, National Security & Investment Act 2021, National Security Act 2023 (incorporating the Foreign Influence Registration Scheme).

Customer Service

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- Work with key academic and research staff to ensure that compliance with governance measures are deployed and adhered to, introducing additional steps and processes as required, such that matters are properly identified, recorded and addressed in a duly timely and transparent manner.

Other

- As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
Education	
Educated to degree level (or equivalent)	E
Law degree or equivalent legal qualification	D
Experience	
Previous experience in export compliance roles, ideally combined with experience in the security or defence sectors	D
Experience of developing and implementing research security awareness, policy, and process within an organisation	D
Experience designing and delivering administrative support for operational delivery within complex organisations, at task and project level	E
Experience of interpreting and applying regulatory requirements in the context of research and development	E
Experience in analysing and synthesising complex concepts for communication to a wide range of audiences and individual stakeholders	E
Knowledge	
Proven knowledge and understanding of key national security legislation, including the NSI Act 2021, National Security Act 2023 and allied regulatory submission and review processes	E
Proven knowledge and understanding of UK export regulations	E
Proven knowledge, understanding and previous experience of the US export control regimes, including EAR, ITAR and connected end-use monitoring schemes	D
Skills & Abilities	
Ability to think strategically, understanding trends and key thematic connections, in addition to supporting key colleagues and departments at a granular individual level	E
Ability to develop confident, congruent responses to emerging requirements alongside an overall strategic direction	E

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Strong communication and interpersonal skills, and the ability to tailor messaging effectively for all levels of staff.	E
Ability to influence all levels of seniority to encourage good practice, within an academic context.	E
Able to work both collaboratively and independently, with a high degree of integrity.	E
Ability to work well under pressure, deal with a substantial and varied concurrent workload of different tasks, responding to shifting priorities.	E
An enquiring mind and the ability to take and help inform important or difficult decisions, considering potential consequences and mitigation strategies.	E
Strong organisational and personal time management skills.	E
Ability to understand, analyse and express complex concepts and ideas clearly and concisely, whilst giving due attention to accuracy, nuance, and detail	E
Excellent level of written and spoken English, and sound numeracy skills.	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).