IMPERIAL

Research Security Advisor

Department/Division/Faculty:	Research Support and Compliance Division
Campus/Location:	White City Campus - Hybrid
Job Family/Level:	Professional Services Level 3b (Salary scales)
Responsible to:	Senior Research Security Advisor
Line management for:	N/A
Key working Relationships (Internal):	Director of Research Security and Contracts and other senior staff; Research Security team including the Head of Research Security, Senior Research Security Advisors (SRSAs) and other RSCD staff; Enterprise staff; Departmental Directors of Operations; Faculty Research Services staff; Academic, research and other professional services staff across key functions (ICT, International Relations Office etc.)
Key Working Relationships (External):	Staff from collaborating organisations including other universities; relevant HM Government departments; UK and international research funders and external advisors when needed
Contract type:	Full time – Open Ended

Purpose of the Post

International collaboration forms a major part of Imperial's research and innovation portfolio, and with such internationalisation there is increased need to ensure that all associated activity and opportunities are pursued with the highest degree of integrity and in line with both domestic legislation and applicable international regimes. Working with the SRSAs and the Head of Research Security, you will help support Imperial's current research security preparedness and administration, including collection of data, provision of advice and assurance processes, and to support the Head of Research Security in developing and managing implementation of and adherence to related measures.

Key Responsibilities

Strategy

- Working with the SRSAs and the Head of Research Security to structure and maintain Imperial's management and usage of Open General Export Licences

- Working with the SRSAs and the Head of Research Security to structure and maintain Imperial's management and usage of official submissions under applicable research security legislation and regulations, including Export Controls, National Security & Investment Act 2021, National Security Act 2023.
- Working with the SRSAs and the Head of Research Security to develop effective Trusted Research policies and procedures to support secure international engagement.
- Support the team in the continuing awareness raising programme on export and research security related issues within the academic community, including by helping to plan and arrange virtual and in-person events.
- You will help create and maintain communication materials concerning governance and assurance measures for research security readiness (including export control compliance).
- Support the Head of Research Security in ensuring a reasonably clear and cohesive approach to the team's activities and communications.

Operational Responsibilities

- Maintain and contribute to the development of systems for recording and tracking enquiries received, advice given, and actions taken, together with official submissions made (including notifications made or received, applications made and their outcomes e.g. export licences granted to Imperial, notices or orders made under other legislation).
- Monitor and assist in the allocation and administration of team activities in accordance with agreed processes, including case administration (opening, actioning, closure and reporting) and awareness raising or training activities.
- Maintain and contribute to the development of Imperial's guidance information and connected materials concerning research security on Imperial webpages, including proposing updates or new approaches that support an effective, transparent and inclusive approach.
- Provide support to the Head of Research Security and the SRSAs on determining research security requirements including researching sanctions, embargoes, and similar restrictions, or export control ratings and licencing requirements, as and when needed.
- Support regular communications and updates on any changes to research security legislation or HM Government policy impacting Imperial activities.
- Assist the Head of Research Security and the SRSAs in the delivery of ongoing awareness raising programme for academic and research staff, including arrangement of meetings, presentations and training events and the collection of data and feedback on them.
- Support the Head of Research Security and the SRSAs at external forums, meetings and events, including organisation of agendas, taking of minutes and connected tasks.
- Support the production of regular reports for the Head of Research Security and principal Imperial staff.

- Facilitate communication and collaboration with relevant Government departments as necessary.

Customer Service

- Monitoring and managing the flow of in-bound enquiries from other professional services and academic organisational units, including assistance with tracking, allocation for action and follow-up
- Working with academic and research staff to ensure they are informed of research security policy, guidance and processes.

Other

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

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
• Educated to degree level (or equivalent)	(D)
Experience	
• Previous experience in the university sector, preferably in a regulatory compliance or research support role	(E)
• Experience in a providing administrative support for operational delivery within complex organisations, at task and project level	(D)
• Experience of interpreting and applying regulatory requirements in the context of research and development	(D)
• Experience in producing and maintaining published information sources in an accessible format, including website content	(D)
Knowledge	
• Knowledge and understanding of core research security purposes and topics, including Trusted Research principles, UK export control principles and regulations	(E)
• Knowledge, understanding and previous experience of the SPIRE export licensing system	(D)
• Knowledge and understanding of UK Higher Education sector funding, structures, norms and priorities	(D)

Skills & Abilities

• Ability to both think strategically and to support colleagues (including academics, researchers and departments) at an individual level	(E)
• Strong communication skills, and the ability to tailor messaging effectively for all levels of staff	(D) (E)
• Ability to influence in encouraging good practice, and demonstrate effective stakeholder engagement	(E)
• Able to work independently with a high degree of integrity.	
• Ability to work well under pressure, deal with a concurrent workload of different tasks and issues, responding to shifting priorities.	(D) (D)
• An enquiring mind and the ability to consider difficult issues and the consequences	(D)
• Strong organisational and personal time management abilities.	
• Ability to understand and express complex concepts and ideas with clarity, paying close attention to detail.	(E) (E)
• Excellent level of written and spoken English, and sound numeracy skills.	(E)

Further Information

Please note that job descriptions cannot be exhaustive, and you 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.

October 2026