

Position Title	Research Security Manager
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Office for Research
Classification	HEW 9
Position Number	00060537
Reports To	Deputy Director, Research Excellence, Performance and Systems

1.0 Position Purpose

The Research Security Manager is a critical role within the Office for Research reporting to the Deputy Director - Research Excellence, Performance and Systems. Under general direction, the Research Security Manager develops and maintains mechanisms for members of the University community to comply with Commonwealth legislation and guidelines concerned with secure foreign engagement including defence export controls, autonomous sanctions, foreign interference and foreign influence.

The Research Security Manager works closely with the Dean (Research Governance), the Pro Vice Chancellor (Research), the University administration and the Academic Groups to ensure a consistent University-wide framework and approach to compliance with the relevant legislation, guidelines and government directives, including:

- Customs Act 1901;
- Customs (Prohibited Exports) Regulation 13E 1958;
- Weapons of Mass Destruction (Prevention and Proliferation) Act 1995;
- Defence Trade Controls Act 2024;
- Autonomous Sanctions Act 2011;
- Foreign Influence Transparency Scheme Act 2024;
- Guidelines to Counter Foreign Interference in the University Sector (2021).

The University is a member of the Defence Industry Security Program (DISP) and a signatory to the Defence Science Partnerships (DSP 3.0) agreement. This position serves as the University's designated Security Officer under the terms of that agreement which includes providing training, guidance and advice to the University community raising security awareness and liaising with external agencies as required.

Key stakeholders for this role achieving a unified approach to research security across the institution include: Academic Groups, Research Centres and Institutes, Griffith International, Griffith Enterprise, the Griffith Graduate Research School, Legal Services, Human Resources, and Digital Solutions.

2.0 Eligibility Requirements

- Australian Citizenship (not dual citizen).
- Holding (or the ability to obtain) and maintaining a Personnel Security Clearance at the Negative Vetting 1 (NV1) level or above, as appropriate to Griffith University's level of Defence Industry Security Program (DISP) membership,
- Bachelor or postgraduate degree and a minimum of 5 years related experience required preferably in an area related to Engineering, Computer Science, Physical Sciences, Biomedical Sciences, International Trade, Law or related fields, or an equivalent combination of education and experience.

3.0 Key Responsibilities

- Act as a University point of contact for regulatory agencies concerned with research security, export controls, autonomous sanctions, defence, foreign influence, and foreign interference, including acting as a primary contact for monitoring and reporting compliance.
- Under direction, fulfil the role of Institutional Security Officer to ensure that the University complies with its obligations under the Defence Science Partnership Agreement.
- Responsible for providing high level strategic advice on the Commonwealth's legislative framework around defence export controls, autonomous sanctions, foreign interference and foreign influence.
- Oversee, facilitate, coordinate and document records of licence and permit applications and approvals, technology control plans, associated correspondence and periodic reports to the University in relation to compliance with the designated legislation.
- Responsible for developing procedures and guidelines relating to the relevant legislation to ensure that the University adopts best practice across the sector in meeting its compliance obligations.
- Conduct comprehensive and specialised research security analyses in relation to due diligence and use good judgement in assessing situations and employing effective problem-solving techniques.
- Develop and disseminate guidance, resources and training as well as digital tools to support the University in meeting its research security obligations.
- Responsible for leading effective and timely communication across the University, including with Academic Groups, HDR candidates and Professional Offices, to deliver clear and accurate information in writing, in person and through presentations. This responsibility also extends to engagement with external peers and agencies regarding compliance with relevant legislation, regulations and guidelines.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).