

## Job Description: Director, Centre for Security, Intelligence and Defence Studies (CSIDS)

Closing date: July 14, 2017.

The post of Director of CSIDS (henceforth “the Director”), within the Norman Paterson School of International Affairs (NPSIA or “the School”) entails several overlapping areas of responsibility: building and maintaining a vibrant community of scholars and practitioners in the field of intelligence and security studies; encouraging and guiding policy-relevant research in the core area of focus for CSIDS; leading in the development of training and education in intelligence and security matters; and guiding CSIDS administratively to become a financially self-sustaining and high-profile centre of excellence in intelligence and security matters in Canada. Therefore the post has the following areas of specific responsibility and duties.

### A. Administrative and Management Responsibilities

1. The Director will work with the Director of NPSIA and his or her designates to define and renew its administrative and operational structure consisting currently of a Council of Advisors and a group of appointed Fellows. The Director of CSIDS, in consultation with the Chair of the CSIDS Council of Advisors, will discuss and recommend to the Director of NPSIA the appointment of members to the Council of Advisors, the appointment of CSIDS Fellows, as well as any changes to the CSIDS governance and operating structure. All appointments and administrative changes remain the purview of the Director of NPSIA subject to the regulations of the Faculty of Public Affairs and Carleton University.
2. The Director will report to the Director of NPSIA and seek the advice of the Chair of the Council of Advisors formally once per year at a scheduled meeting, and on an ad hoc basis as necessary at other times.
3. The Director shall be the key liaison between CSIDS and other public and private sector agencies, departments and other entities in a manner consistent with the development of CCIS as a key member of the intelligence and security community in Canada and internationally. The Director shall have the responsibility of building partnerships and collaborative arrangements with other agencies and departments as the Director deems appropriate for the enhancement of CSIDS’s mandate.
4. The Director will build a community of policy experts and scholars in the field of intelligence and security studies. In addition to the nomination of Fellows and the establishment of linkages with other organizations, the Director will seek to bring the community together through activities such as workshops and conferences as discussed below.
5. The Director shall work closely with the School’s administration to provide oversight for the administration of all funds provided to the Centre, whether from University sources or sources from outside the University, and under the School’s administrative authority will help ensure proper accounting according to relevant rules and regulations. The director will work closely with the School on all administrative matters, and the School will provide administrative support where warranted and agreed.

### B. Operational Duties and Responsibilities

1. **Research:** The Director will work with the School, and on the basis of broad consultation both inside and outside academic circles, to establish a research agenda that positions CSIDS and the School as a centre of excellence in the field of intelligence and security, and is relevant to

current policy considerations in government and the private sector. The Director will be expected to convene annually a workshop with policy makers from the public and private sector and academics associated with CSIDS to identify specific areas of research relevant to policy makers in the public and private sector.

2. **Research Dissemination:** The Director will seek funding to pursue the research topics identified as priorities, and will work with CSIDS faculty, fellows and Council of Advisors to identify and pursue funding opportunities. The Director will also seek to encourage publication of the results of the Centre's sponsored research through the establishment of a publication series with the support of the School.
3. **Workshops:** The Director will be expected to work with the School to develop and convene workshops (as warranted and reasonable in number, for example 1-2 per year) on current topics in partnership with academics, the private sector and government. These workshops will bring together a broad cross-section of interested parties in the field to examine current issues in intelligence and security, in order to provide new insight into these issues for the participants and to inform public discourse. The Director will be provided administrative support for the workshops, but will play a lead role in identifying workshop themes, objectives, structure and participants. These workshops will need to be financially sustainable as well, so the director will be expected to help identify funding opportunities for the workshops.
4. **Conferences:** Working with the School, the Director will be expected to convene, co-convene or oversee one major international conference every two years (more if feasible and warranted). The duties will be similar to those for workshops (outlined in point 3 above) regarding the identification of conference themes and participants, as well as means for making conferences self-financing.
5. **Teaching program:** In cooperation with the School, the Director will seek to align the work of the Centre so as to support courses delivered through the School and in other departments and faculties, particularly as they touch on intelligence and security. The Director will also participate in curriculum review and development sessions (as requested) in order to ensure that the relevant fields at the School reflect the needs of the students who are planning on working in fields related to the Centre.
6. **Diploma and Executive education:** The Director will work with the School to investigate the market potential for Diploma and Executive degree options for intelligence and security policy makers. In conjunction with the School the Director will provide advice to develop suitable programs to meet any demand for such education at the Graduate and Undergraduate levels.
7. **Certificate Training:** The Director will work to establish a training programme for intelligence analysts in government and outside government, with a focus on tradecraft. The expectation is for the development of at least one core training program to be marketed to the public and private sector, to add modules as appropriate to this training program, and to actively market the program to appropriate audiences. Specifically the Director will identify government and private sector training needs and seek to create a product for that market that will help to finance the other work of the Centre.
8. **Media and outreach:** The Director will be the main point of contact for public commentary on current intelligence and security issues in the media, and will seek to provide the Centre, its faculty and fellows, and NPSIA with a public profile commensurate with a centre of excellence. Outreach will be supported with, ideally, a website under the Centre's auspices which will provide both a summary of current intelligence and security issues of the day and commentary, drawing on contributions from faculty, students, CSIDS fellows and "guest" commentators, though the Director will also be expected to make a contribution and to act as editor for any such communications product or products, in consultation with the Director of the School.

9. **Funding:** The Director will seek to obtain funding from a variety of sources, including the private sector, research grants, and through the organization of conferences and training programmes, to supplement funding from the university, with the goal over time to put the Centre on a self-financing basis.
10. **Other duties:** The Director will consult with the Director of NPSIA regarding modifications to this plan of activities in order to take advantage of new opportunities or to focus activities in such a manner as is deemed beneficial to the Centre's operations and fulfilment of its mandate.

### **C. Terms of Appointment**

The appointment of the Director is for one year with an option to renew. The Director will be evaluated annually with continuation subject to approval by the Director of the School and the Dean of the Faculty of Public Affairs.

This is a part-time term appointment. The salary is \$30,000 and there are no benefits.

### **D. Application Procedure**

Applicants are asked to send an email with electronic files containing:

- a brief letter identifying your interest in the position, what key qualifications and attributes you would bring to the post of CSIDS Director, and your vision for the centre and your role in it
- a copy of your *curriculum vitae*

Please direct your email to:

Karen Howard

Email: [Karen.howard@carleton.ca](mailto:Karen.howard@carleton.ca)

Telephone: 613 520 2600 x 8262

The application deadline is July 14, 2017.

The material from all applicants will be distributed to the CSIDS faculty on the hiring committee and a shortlist identified. Short-listed applicants will be interviewed by the committee and a decision made as quickly as possible thereafter.