Job Title:	Managing Director, Cybersecurity & Privacy Institute
Department:	Cybersecurity and Privacy Institute
Reports To:	Executive Director
Jobs Reporting:	Cybersecurity & Privacy Institute Coordinator
Salary Grade:	USG 15
Effective Date:	July 2018

Primary Purpose

The Managing Director, (MD) is responsible for aspects of the overall business leadership, partnership development and the day-to-day operations of the Cybersecurity and Privacy Institute (CPI). This position is central to maintaining the University of Waterloo as a leading centre for cybersecurity and privacy research.

Key Accountabilities

Advancing the overall goals of The Cybersecurity and Privacy Institute • Work closely with the Executive Director of CPI to define and advance the overall goals of CPI and manage the day-to-day operations of the Institute. • Participate in the creation and implementation of a strategic business plan that defines the goals, activities and metrics of the Institute. • Maintain working relationships across the university community, specifically with the Faculty Deans, University executive officers, University External Relations personnel and the faculty members of the CPI. • Coordinate internal communications and regular meetings with the membership, committees and boards of the CPI.
Fostering interactions with prospective industry, academic and government partners, and stewarding existing collaborations • Manage external relationships, including developing and servicing client relationships and tracking outcomes. • Target, pursue and cultivate external relationships, collaborations and partnerships. • Be first contact for inquiries about CPI from the private sector, government, other institutions and the media. • Gain full understanding of the scope of CPI activities and strategic plans. • Cultivate incoming expressions of interest to engage with the Institute. • Keep CPI membership informed and aware of inquiries and potential research opportunities and will help to assess their viability. • Steward and build on existing memorandums of understanding with partner academic institutions and industry. • Actively pursue new national and international partnerships. • Grow collaborations with provincial and federal government agencies and develop appropriate collaborative agreements. • Cultivate and establish new industry relationships in support of research projects involving CPI members and partners.

• Implement technology transfer and commercialization plan for CPI research outcomes in consultation and through the Waterloo Commercialization Office, the Accelerator Centre, various government commercialization funds and organizations (eg. OCE, NSERC), external Venture Capital and Angel Funds, and other means as appropriate.
Planning and implementing of marketing and communications initiatives. • Create an integrated marketing and communications plan which may include the following elements. • Implement and manage a contact management database system, in collaboration with faculty units across campus. • Manage CPI brand strategy. • Assist in developing a professional portfolio of marketing communications tools (e.g. brochures, presentation slide sets, conference booths, collateral) • Actively participate in managing content for the CPI website. • Deliver or participate in presentations to corporations, government and industry. • Media management (press releases, media inquiries, advertisements). • Coordinate and participate in campus visits, events, workshops, and conferences.
Facilitating cybersecurity or privacy-related research proposal preparation and implementation • As requested and where appropriate, participate in the preparation, coordination and implementation of major funding proposals stemming from the CPI. • Support the preparation of grant submissions such as: NSERC Strategic Grants, IRC's, CRD's, CFI, ORF, OCE • Soliciting and orchestrating direct funding opportunities from government ministries at both the provincial and federal levels. • Securing private sector, in-kind commitments and letters of support.
Managing administrative and supervisory functions • Contribute to the leadership and supervision for all administrative staff employees of the CPI, including aspects of planning for training and development, conducting performance appraisals, assigning job responsibilities and general supervision. • Liaise with Human Resources regarding all CPI staffing issues including job descriptions, reclassifications, performance evaluations, payroll records and staff management issues. • Authorize, in consultation with the Executive Director, the purchase and allocation of equipment and furnishings for administration and outreach. • Maintain internal relationship and communications with the Office of Research, Faculty- and University-level Development Staff and UW Service Offices (Finance, Graphics, Food Services etc.).

Required Qualifications

Education • Graduate degree, PhD a plus, in computer science related field or comparable experience
Experience • 10 – 15 years experience in cybersecurity or privacy with a proven track record in a managerial or equivalent position • Thorough command of cybersecurity and privacy technology and the ability to communicate Waterloo's scientific excellence to stakeholders at all levels • Demonstrated ability to build and manage effective research partnerships with internal and external clients

- Experience with funding instruments and the establishment and implementation of research contracts between industry and academia
- Familiarity with the administrative, academic and governance structures of a university

Knowledge/Skills/Abilities
- Excellent networking skills and ability to maintain critical and sensitive relationships with government, industry and media among others
- Conversant with industry's research and development approach and able to translate to academic terms
- Experience with researching and analyzing corporate mandates to assess a company's suitability as a research partner
- Exceptional communication skills; written, verbal and presentation
- Expertise in communications and marketing including website and social media best practices
- Highly developed people management and leadership skills
- Strong organizational skills, time management, project management, and problem solving skills
- Flexibility to adapt to unexpected and time sensitive demands
- Ability to manage confidential and sensitive materials and situations with the utmost discretion
- Skillful negotiation and mediation ability
- Service mind-set, very good listening skills
- Capable of working independently and proactively with proven ability to make decisions with good judgment

Nature and Scope
- **Contacts:** Internally, the incumbent will present and discuss strategy, opportunities and problems with: Executive Director of the CPI, VP of Research, and Dean of Mathematics
  The incumbent will discuss collaboration and funding opportunities with: CPI membership, Office of Research staff, Associate Deans of Research
  The incumbent will discuss external communication with: University, Math and Engineering communications and advancement staff
  The incumbent will provide directions for the implementation of the strategy to: CPI staff
  Externally, the incumbent will make contact with industry personnel, funding agency personnel, and government administrators to develop and promote collaboration and funding opportunities. The incumbent will maintain and cultivate strong relationships with existing collaborators. The incumbent will seize and seek opportunities to disseminate research results to the public via the contacts to press or media representatives
- **Level of Responsibility:** Manages the operations of the University-wide Institute involving many faculty members with a broad background. The incumbent is expected to work with minimal direct supervision.
- **Decision-Making Authority:** Expected to independently handle decisions on day-to-day operations, initiating research collaborations and external communications in the best interest of maintaining and fostering the high reputation of the University and the Institute. The incumbent provides decision-making support to the Executive Director, VP of Research and Dean of Math on matters relevant to strategy
- **Physical and Sensory Demands**: Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Working Hours: Regular working hours, with some evening/weekend work required during peak deadline periods.