

**JOB DESCRIPTION**  
**Executive Director**  
**Vacancy Ref: A2648**

<b>Job Title:</b> Executive Director	<b>Present Grade:</b> 9
<b>Department/College:</b> Centre for Research and Evidence on Security Threats (CREST)	
<b>Directly responsible to:</b> Centre Director (Professor Paul Taylor)	
<b>Supervisory responsibility for:</b> Communications Director, Centre Manager	
<p><b>Other contacts</b></p> <ul style="list-style-type: none"> <li>• <b>Internal:</b> Colleagues and students in the Centre for Research and Evidence on Security Threats, the contributing Faculties and Security Lancaster, together with providers of student support services, the Library, ISS, central administration and other relevant university actors.</li> <li>• <b>External:</b> UK and international security and intelligence service stakeholders, UK MPs and Lords, senior law enforcement personnel, relevant research funding bodies, professional bodies, employers, business organisations, academic and research networks.</li> </ul>	
<p><b>Major Duties:</b></p> <ol style="list-style-type: none"> <li>(1) Lead the executive agendas (communication, networking and capacity building) of CREST, ensuring that they are underpinned by the Centre's strategic vision for the growth of research excellence and impact.</li> <li>(2) Liaison with senior government and industry stakeholders to ascertain requirements, present evidence, and ensure CREST delivers on its role as a national centre of excellence for all of government.</li> <li>(3) Strategic delivery of the research commissioning process (circa £1m pa), including refining requirements, ensuring stakeholder buy-in, and monitoring progress and delivery.</li> <li>(4) Line management of CREST personnel responsible for delivering the executive agendas and the Centre's reporting requirements (e.g., data management, ethics, KPIs). This includes supporting professional development and personal growth.</li> <li>(5) As part of the directorship, take a leading role in the development of CREST on the international stage.</li> <li>(6) Prepare policy briefings and generate research resources for policy makers.</li> <li>(7) Prepare and give conference presentations in the UK, N America, Europe and Asia.</li> <li>(8) Participate in and contribute more broadly to the work of the Centre.</li> </ol>	