Model job description

# Counterespionage manager

## Scope, purpose and nature of role

Industrial espionage is a genuine concern in an industry as competitive as ours, but by its very nature it tends to remain hidden. The Counterespionage Manager gives strategic direction and leadership in relation to preventing, identifying and dealing with industrial espionage by our competitors, business partners and other parties. He/she works in conjunction with Information Security, Physical/Site Security, Risk Management, Marketing and senior executives, advising discreetly on risks and controls, and performing relevant counterespionage activities such as bug-detection, competitive intelligence and special arrangements to protect the most sensitive and valuable corporate secrets.

## Distinguishing characteristics of the ideal candidate

The following personal traits and competencies are high on our wish-list:

* Absolutely trustworthy and loyal. This is a highly trusted role by definition; hence management will come to rely on the person’s integrity and honesty, without question. It will inevitably take time to establish this level of trust, but the person can help by consistently demonstrating high ethical standards and a thoroughly professional approach to earn the trust;
* An authority on espionage and counterespionage techniques, familiar with the associated tradecraft, tools and techniques based on actual hands-on experience in genuine settings;
* Disarming, discreet and charming – a “people person” able to work professionally and competently in this area without it necessarily being obvious to all concerned.

## Qualifications, skills and experience

The following are relevant and desirable for this role:

* **Significant espionage and/or counterespionage experience**: probably involving at least a decade’s distinguished employment in the intelligence community, national security/military service or law enforcement, mergers and acquisitions *etc*.;
* **Strong tradecraft and social skills**: able to put people at ease and put across convincing cover stories where appropriate; familiar with espionage tools and techniques;
* **General:** management, supervisory or team leader experience involving budgetary management, mentoring, relationship management *etc*.; competent at writing effective, professional business communications such as policies, procedures, contemporaneous status updates and management reports.

Candidates must be willing to undergo background checks to verify their identity, character, competence, qualifications, skills and experience. Security clearance and further checks before and during employment may be required for this position.