

# PDD - 009 : Chief Information Officer

## 5-Feb-20

### Position Description:

The INCOSE Chief Information Officer (CIO) is responsible for directing the information and data integrity of the INCOSE enterprise and its groups and for all Information Technology (IT) functions of the enterprise. He or she provides overall management and definition of all IT activities within INCOSE including responsibility for providing a leadership role in the day to day operations of the IT functions as well as providing direction as the enterprise grows through internal growth and partnerships. The CIO focuses on IT as a key enabler for the operations, strategies, and greater mission of INCOSE. The CIO is responsible for developing the long term IT strategy of the organization, influencing the greater INCOSE strategy to leverage IT trends, eliciting and addressing evolving stakeholder needs, and overseeing the IT infrastructure and support team. The CIO is an elected, Director at-Large position with a three-year term of office and is a voting member of the INCOSE Board of Directors. The CIO is supported by Assistant Directors as required.

### Responsibilities:

- Develops an annual and strategic IT Plan
- Leads volunteer and professional staff in the execution of the IT plan
- Contributes to the INCOSE Strategic and Annual Operating Plans
- Prepares, coordinates, and communicates IT guidelines
- Remains proactive in the selection and implementation of required infrastructure
- Elicits and balances stakeholder needs addressing both tactical and strategic needs of the organization
- Coordinates with stakeholders, administrators, and contractors to implement new IT resources or retire existing resources
- Remains current with technology trends and assesses their impact to INCOSE
- Participates in all BOD meetings
- Serves on other committees as assigned

### Authority:

- Voting Member of the BOD
- See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

### Accountability:

- As stipulated in the INCOSE Bylaws, ADM – 101 and BOD – 100
- Compliance with directives on conflict of interest and all policies and procedures of the organization
- Accountable for discharge of the above Responsibilities, and achievement of the objectives, under the direction of the Executive Committee

## Required Skills:

- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- In-depth knowledge of solutions for global communication and collaboration applications
- Broad understanding of the diversity of systems engineering practices and application sectors
- Experience with the leadership and coordination of activities within a volunteer organization
- Budgeting and planning skills including the ability to write and implement strategic and operations plans
- Able to form and motivate a team of both volunteers and contractors

## Level of Effort

900 hours/year (50% Full Time Equivalent)

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.