PDD - 007 : Services Director
5-Feb-20

Position Description:

The INCOSE Services Director (SD) is an appointed Director position with a two-year term of Office . Note: the term of office is offset with the Technical Director. The SD is a voting member of the INCOSE Board of Directors (BoD) and advocates for organizational support of INCOSE's diverse technical services activities across the range of systems engineering practices in different domains around the world.

Responsibilities:

• Responsible for the technical services aspects of the INCOSE Annual Operating Plan (AOP) and long-term planning, including the resources needed for the integration and strategic growth of INCOSE technical services.
• Works with the Technical Services Leadership Team (TSLT) that includes the Associate Director for Events, the Associate Director for Professional Development, and the Certification Program Manager to develop strategy, set goals and targets, and advocate subsequent approval by the BoD.
• Ensures INCOSE technical services are getting needed support from INCOSE administrative services, IT, membership, etc.
• Integrates INCOSE technical services among themselves and with technical products to develop an effective set of offerings focused on stakeholder value.
• Represents needs and perspectives across the integrated technical services portfolio to the BoD.
• Participates in meetings of each of the Technical Services leaders to keep abreast of the issues and offer strategic insight.
• Conducts periodic coordination activities, including Technical Services Leadership Team (TSLT) meetings, among Technical Services leaders and other parts of INCOSE to ensure integration across the technical services portfolio.
• Conducts periodic meetings with each of the Technical Services leaders, as needed, to resolve specific issues.
• Reviews and approves expense reports submitted by the AD Events, AD Professional Development, and Certification Program Manager.
• Reviews all policies owned by the Technical Services leaders.
• Creates and manages any policies associated with technical services at the portfolio level.
• Participates in all BoD meetings.
• Serves on other committees as assigned.
• Other responsibilities, if any, to be determined.

Authority:

• Leads the Technical Services Leadership Team (TSLT), which includes the Associate Director for Events, the Associate Director for Professional Development, and the Certification Program Manager.
• Voting Member of the BoD.
• Member of the Budget and Planning Committee.
• See INCOSE Policies RACI for any Accountabilities and Responsibilities for INCOSE Policies that are assigned to this position.

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.
• Discharge of the above Responsibilities, and achievement of objectives, under the direction of the Executive Committee (ExCom).

Required Skills:

• Experience practicing systems engineering.
• Experience in one of the technical service areas.
• Strong business and technical leadership and management skills.
• Strong oral and written communication skills.
• Able to communicate effectively across international and cultural boundaries.
• Able to communicate effectively the needs and diversity of perspectives of Technical Services to the BoD and ExCom.
• Broad understanding of the diversity of systems engineering practices and application sectors.
• Experience leading and coordinating activities in a volunteer organization.
• Ability to work collaboratively with other leaders in INCOSE and its alliances.

Level of Effort

270 - 360 hours/year (15% - 20% Full Time Equivalent)
Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.