

PDD - 052 : Chief of Staff

5-Feb-20

Position Description:

The INCOSE Chief of Staff is appointed by the President with a two-year term of office, out of phase with the President-Elect election. The Chief of Staff reports to the President and works on behalf of the INCOSE Board of Directors. The Chief of Staff works with INCOSE Project Managers to coordinate their activities

Responsibilities:

- Runs Operational Infrastructure (Admin, IT, other elements tbc)
- Collates BOD Performance Dashboard and chase late inputs
- Arranges meetings/reviews on behalf of the President
- Oversight of specific projects/tasks for the President
- Attends Policy Management Committee on behalf of President-Elect

Authority:

- Speaks on behalf of the President
- Does not sign contracts or MOU/A
- Non-Voting Member of the BOD
- See INCOSE Policies RACI for Accountabilities and Responsibilities for INCOSE Policies

Accountability:

- Accountable to the President
- Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

- Good knowledge INCOSE
- Well known in senior INCOSE circles
- Happy to perform an enabling role
- Discreet
- Influential/Gravitas
- Organised
- Good IT skills/knowledge of INCOSE IT

Level of Effort

540 - 720 hours/year (30% - 40% Full Time Equivalent)

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