

PDD - 053 : Deputy Services Director

5-Feb-20

Position Description:

The INCOSE Deputy Services Director (DSD) is an appointed Director position with a two-year term of Office. Note: the term of office is offset with the Technical Director. The Deputy Services Director reports to the incumbent Services Director and is normally expected to succeed the Services Director on completion of their term of office. The Deputy Services Director assists the Services Director in the performance of their duties which are focused on the leadership, management and governance of INCOSE's diverse technical services activities across the range of systems engineering practices in different domains around the world.

Responsibilities:

- Assists the Services Director with managing 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 assist the Services Director in developing strategy, setting goals and targets, and advocating subsequent approval by the BOD.
- Assists the Services Director to ensure INCOSE technical services are getting needed support from INCOSE administrative services, IT, membership, etc.
- Assists the Services Director to integrate INCOSE technical services among the TSLT 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 in the absence of the Services Director.
- Participates in meetings of each of the Technical Services leaders to keep abreast of the issues and offer strategic insight.
- Assists the Services Director in conducting 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.
- Assists the Services Director in conducting periodic meetings with each of the Technical Services leaders, as needed, to resolve specific issues.
- Assists the Services Director in reviewing all policies owned by the Technical Services leaders.
- Assists the Services Director to create and manage any policies associated with technical services at the portfolio level.
- Participates in all BOD Meetings, representing the Services Director in the Services Director's absence
- Serves on other committees as assigned

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 in the absence of the Services Director.
- Non-Voting Member of the BOD.
- 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

Required Skills:

- Strong oral and written communication skills
- Able to communicate effectively across international and cultural boundaries
- Broad understanding of the diversity of systems engineering practices and their application sectors
- Industrial, Academic or Government experience with applying systems engineering at the organizational level
- Experience of the leadership and coordination of activities within a volunteer organization

Level of Effort

180 - 270 hours/year (10% - 15% Full Time Equivalent)

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