

PDD - 109 : Associate Director, Diversity, Equity and Inclusion

6-Dec-21

Position Description:

The INCOSE Associate Director for Diversity, Equity and Inclusion (DEI) is an appointed position with a three-year term of office. The position reports to the INCOSE President. The Associate Director for DEI is the INCOSE lead on diversity, equity, and inclusion, is INCOSE's principal spokesperson on the subject, and leads the DEI Advisory Committee.

Responsibilities:

- Leads and chairs the INCOSE DEI Advisory Committee
- Contributes to INCOSE strategic and annual operating plans from a DEI perspective
- Develops an annual DEI Plan, including establishing goals and metrics
- Communicates both internally to INCOSE and externally on DEI matters
- Engages with, advises and supports DEI initiatives and groups across INCOSE, including within sectors/chapters/other constituencies

Authority:

- Attends (non-voting) the INCOSE BoD
- Chairs the INCOSE DEI Advisory Committee
- Appoints and directs assistant directors within the DEI area
- 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 organisation

Required Skills:

- Experienced senior leader
- Experience of leadership in a global/international context (highly desirable)
- Strong communication and interpersonal skills coupled with self-awareness and understanding of biases
- Knowledge of and experience in Diversity, Equity, and Inclusion
- Global and cultural awareness
- Emotional intelligence
- Broad perspective

Level of Effort

Time Commitment – the role is expected to take 4-8 hours per week plus attendance at BoD meetings and telcons

Travel Commitment – attendance at BoD meetings and IW/IS in line with current BoD expectations