

PDD - 206 : Assistant Director for Technical Information

27-Jan-19

Position Description:

The INCOSE Assistant Director for Technical Information is an appointed position with a three year term of office. This individual is responsible to the Technical Director for developing, maintaining and implementing INCOSE's approach to the management of Technical Information. The INCOSE Assistant Director of Technical Information works closely with the Assistant Director – Technical Review to facilitate the creation and release of high quality INCOSE products for the benefit of members and the wider systems engineering community.

Responsibilities:

- Prepares, coordinates, communicates and maintains the INCOSE Technical Information Processes
- Prepares, coordinates, communicates and maintains the INCOSE Intellectual Property processes.
- Prepares, coordinates, communicates and maintains the INCOSE Technical Information and Product Use, Release, Distribution, and Translation Procedures.
- Leads specific tasks and coordinates specific activities of the Technical Operations Assistant Directors Team as assigned
- Identifies Technical Information needs into the INCOSE Long Range and Annual Operating Plans
- Participates in Technical Operations Meetings
- Serves on other committees as assigned

Authority:

- Member of the Technical Operations Assistant Directors team
- On behalf of the Technical Director, owns the INCOSE Internal Technical Information Policies.
- Owns the INCOSE product development processes

Accountability:

- As stipulated in the INCOSE Bylaws, ADM -101, TEC-101, TEC-107 and TEC – 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
- Understanding of principles and practices of Intellectual Property Rights (IPR) and copyright protection.
- Broad understanding of the diversity of systems engineering practices and application sectors
- Experience of the coordination of activities within a volunteer organization

Level of Effort