

PDD - 208 : Assistant Director, Process Enablers

27-Jan-19

Position Description:

The INCOSE Assistant Director, Process Enablers is an appointed position with a three year term of office. This individual is responsible to the Technical Director for the leadership, technical direction and coordination of INCOSE's activities related to the technical and management process defined in INCOSE Systems Engineering Handbook and ISO 15288:2015. The INCOSE Assistant Director, Process Enablers works closely with the relevant Working Groups and the Assistant Director for Technical Information to increase the profile and relevance of INCOSE's activities within the field of Technical Process Enablers.

Responsibilities:

- Facilitates the establishment of new groups and project activities within the field of Technical Process Enablers
- Manages the combined budget of all the Process Enablers Working Groups
- Supports others to actively apply INCOSE principles and values and Tech Ops culture
- Represents the interests of existing Technical Process-related groups to the Technical Operations Assistant Directors team
- Ensures that the activities and products of Technical Process-related groups are brought to the attention of the membership
- Maintains information about people, internal and external activities, and other organizations of relevance to the field of Technical Processes
- Facilitates coordination across the Technical Process community of INCOSE
- Prepares and communicates Technical Process needs into the INCOSE Long Range and Annual Operating Plans
- Leads specific tasks and coordinates specific activities of the Technical Operations Assistant Directors team as assigned
- Participates in Technical Operations Meetings
- Serves on other committees as assigned

Authority:

- Member of the Technical Operations Assistant Directors team

Accountability:

- As stipulated in the INCOSE Bylaws, ADM -101 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
- Good understanding of the systems engineering environment in Technical Processes
- Able to communicate effectively across international and cultural boundaries
- Experience of the coordination of activities within a volunteer organization

Level of Effort