

# PDD - 209 : Assistant Director, Application Domains

27-Jan-19

## Position Description:

The INCOSE Assistant Director, Application Domains 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 to tailor and develop knowledge from/for the Process Enablers, Analytic Enablers and Transformational Enablers to the domain specific needs and the application. The INCOSE Assistant Director, Application Domains 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 industry, academic and government communities.

## Responsibilities:

- Facilitates the establishment of new groups and project activities within the field of Application Domains
- Manages the combined budget of all the Application Domains Working Groups
- Supports others to actively apply INCOSE principles and values and Tech Ops culture
- Represents the interests of existing Application Domain groups to the Technical Operations Assistant Directors team
- Ensures that the activities and products of Application Domain groups are brought to the attention of the membership
- Maintains information about people, internal and external activities, and other organizations of relevance to the Application Domain groups
- Facilitates coordination across the Application Domains of INCOSE
- Prepares and communicates Application Domains needs into the INCOSE Long Range and Annual Operating Plans
- Leads specific tasks and coordinates specific activities of the Technical Operations Leadership 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 the Application Domains
- Able to communicate effectively across international and cultural boundaries
- Experience of the coordination of activities within a volunteer organization
- Broad understanding of the diversity of systems engineering practices and application sectors

## Level of Effort