

# PDD - 210 : Assistant Director, Analytic Enablers

27-Jan-19

## Position Description:

The INCOSE Assistant Director, Analytic 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 that address the SEH v4 topics focusing on the analytic capabilities required for good Systems Engineering or for Specialty Engineering activities. The INCOSE Assistant Director, Analytic 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 Analytic Enablers.

## Responsibilities:

- Facilitates the establishment of new groups and project activities within the field of Analytic Enablers
- Manages the combined budget of all the Analytic Enablers Working Groups
- Supports others to actively apply INCOSE principles and values and Tech Ops culture
- Represents the interests of existing Analytic Enablers-related groups to the Technical Operations Assistant Directors team
- Ensures that the activities and products of Analytic Enablers-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 Analytic Enablers
- Facilitates coordination across the Analytic Enablers community of INCOSE
- Prepares and communicates Analytic Enablers 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 Analytic Enablers
- Able to communicate effectively across international and cultural boundaries
- Experience of the coordination of activities within a volunteer organization

## Level of Effort