PDD - 212 : Assistant Director, Standards Development Department
21-Jan-21

Position Description:

The INCOSE Assistant Director, Standards Development Department 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 Standards Development-related activities. The INCOSE Assistant Director, Standards Development Department works closely with the relevant Working Groups, formally appointed Liaisons for Standards and the Assistant Directors for Analytic Enablers, Application Domains, Process Enablers, and Transformational Enablers to increase the profile and relevance of INCOSE's activities within the field of Standards Development.

Responsibilities:

• Facilitates the coordination, prioritization and funding of Standards Development-related activities within the INCOSE community
• Establishes and maintains a strategy for INCOSE participation in the development of standards
• Represents the interests of Standards Development-related activities to the Technical Operations Assistant Directors team
• Ensures that the activities and products of Standards Development-related activities 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 Standards Development
• Prepares and communicates Standards Development 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, TEC-103 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 Standards Development
• Familiarity with processes and rules of standardization bodies and committees
• Able to communicate effectively across international and cultural boundaries
• Experience of the coordination of activities within a volunteer organization

Level of Effort