

# PDD - 238 : Product Champion Assistant Director

## 21-Apr-22

### Position Description:

The INCOSE Product Champion Assistant Director is an appointed position with a three-year term of office. This individual is responsible to the Technical Director for developing, maintaining, and assessing INCOSE's product portfolio. The INCOSE Product Champion Assistant Director works closely with the INCOSE leaders and groups such as Publications, MarCom, Service Operations, Corporate Advisory Board, Strategy, Sectors, Future of Systems Engineering, President-Elect, and Technical Operations to understand needs, goals, gaps, opportunities, quality, relevance, efficiency, and effectiveness of INCOSE products for the benefit of members and the wider systems engineering community.

### Responsibilities:

- Prepares, coordinates, communicates, and maintains the INCOSE Product Portfolio in partnership with Service Operations (Professional Development Portfolio) and Assistant Director – Technical Information (TPP system).
- Prepares, coordinates, communicates, and maintains the INCOSE top 10 product needs in partnership with Corporate Advisory Board, Service Operations, and the Board of Directors.
- Prepares, coordinates, communicates, and maintains the coupling matrix of INCOSE sources/producers for each identified product gap/opportunity.
- In close collaboration with Publications, leads the determination of self-published vs. externally published product, and product pricing strategy.
- Ensures appropriate content review of co-branded products with partners (e.g., Wiley, SAE) with Impactful Products Committee to ensure adequacy and consistency with INCOSE
- Leads specific tasks and coordinates specific activities of the Technical Operations Assistant Directors Team as assigned by the INCOSE Technical Director
- Identifies INCOSE Product Portfolio needs for inclusion into the INCOSE Long Range and Annual Operating Plans
- Participates in Technical Operations Meetings
- Serves on other committees as assigned

### Authority:

- Responsible for the INCOSE Product Value Stream.
- Member of the Technical Operations Assistant Directors team
- On behalf of the Technical Director, may be responsible for selected INCOSE Technical Operations Policies, Procedures, and Forms.

### 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
- 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

- 180 - 270 hours/year (10% - 15% Full Time Equivalent)
- Note: INCOSE is an International Organization. Calls and meetings often take place outside normal working hours to accommodate time zone differences