

ROLE PROFILE

Job Title	Agile Project Manager
Business Unit / Group Function	Central Services
BU Team / Sub-Function	GTS
Location	Richmond / Dublin
Leader	Product Leader
People Leadership	No
Job Level	4A
Role Purpose	
Support the Product teams and Product Owner in applying Agile methodologies to maximise the value created by the team and ensure Agile practices are followed to defined standards	
Accountabilities	
<ul style="list-style-type: none"> • Drive the project team in the delivery of business focussed projects, responsible for delivering against set time, functionality, cost as per Product backlog priorities • Identify, manage and reports on project risks and risk mitigation measures within the Agile framework and escalating to overall governance forums ensuring timescales are met • Providing guidance to the Product team and support product owner to ensure all Agile practices are followed to defined standards • Support Product owner in an estimating capacity for the specific project in line with budget and cost-effective solutions are agreed • Aligns on global rollout timelines with business and GTS stakeholders ensuring projects meet the timescales required • Collaborate with business and GTS stakeholders regarding priorities and requirements as needed for specific project and managed in product backlog ensuring objectives are met • Share best practices and learnings where required trains, coaches and mentor the team to deliver value using Agile ways of working improving self-organisation, cross-functional collaboration and communication • Execute the framework on a day-to-day basis of the Agile software delivery process, managing the appropriate ceremony elements to ensure the team collaborate effectively, and ultimately drive result - planning, daily scrum, review, retrospective to ensure customer satisfaction • Keeps the team focused on the current sprint, demonstrating progress by delivering value features against an agreed period and to defined timescales • Leads the appropriate support definition to ensure handover to support and service transition is completed at end of the project ensuring business objectives are met • Exchanges learnings through communities of practice (CoP) across Agile Masters on specific topics e.g. Agile framework, functionality testing, issue resolution by facilitating discussions, decision-making and conflict resolution within the Agile framework • Educates across GTS and wider business to understand the benefits of Agile practices and required interactions in order to achieve adoption of a value driven approach to delivery 	

Created by:	Lawrence McDonald
Creation Date:	October 2021
HRBP:	Kirsty Morris
Date of last revision:	November 2021

Competencies

<p>Planning and Organising</p> <ul style="list-style-type: none"> • Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Identifies and organises resources needed to accomplish tasks • Manages time effectively • Monitors performance against deadlines and milestones 	<p>Presenting and Communicating Information</p> <ul style="list-style-type: none"> • Speaks clearly and fluently • Expresses opinions, information and key points of an argument clearly • Makes presentations and undertakes public speaking with skill and confidence • Responds quickly to the needs of an audience and to their reactions and feedback • Projects credibility 	<p>Writing and Reporting</p> <ul style="list-style-type: none"> • Writes clearly, succinctly and correctly • Writes convincingly in an engaging and expressive manner Avoids the unnecessary use of jargon or complicated language • Writes in a well-structured and logical way • Structures information to meet the needs and understanding of the intended audience
<p>Persuading and Influencing</p> <ul style="list-style-type: none"> • Makes a strong personal impression on others • Gains clear agreement and commitment from others by persuading, convincing and negotiating • Promotes ideas on behalf of self or others • Makes effective use of political processes to influence and persuade others 	<p>Delivering Results & Meeting Customer Expectations</p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals 	<p>Adapting and Responding to Change</p> <ul style="list-style-type: none"> • Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows respect and sensitivity towards cultural and religious differences. • Deals with ambiguity, making positive use of the opportunities it presents

Skills and Experience

Educated to degree level or equivalent experience
3-5 years of proven experience as Agile master who can control a budget, manage the delivery of a solution, lead individuals within agreed upon timescales and ensure customer satisfaction

Proven track record of proactive project delivery working in an IT environment demonstrating a technical competence and understanding of modern IT and business practices
Formally trained in Agile framework (e.g. Scrum Master Certification, PMI/ACP) and business analysis
Comprehensive understanding of Agile methodologies, change control, technical infrastructure and IT service management
Strong communication, process, logical thinking and organisation skills
Capable of working across multiple, concurrent projects while maintaining independence of action, demonstrating the ability to prioritise activities and escalate issues appropriately
Demonstrates a strong team working ethic and collaborative approach to delivery with the ability to work across organisations and cultures
Proficient with setting up and managing the team using Agile project management tools (e.g. Atlassian, Jira)
Relevant certification is desirable