ROLE PROFILE

Job Title	Product Owner– Finance & Admin
Business Unit / Group Function	Central Services
BU Team / Sub-Function	GTS
Location	SBP / Arete
Leader	Product Leader
People Leadership	Yes
Job Level	4A

Role Purpose

Responsible for the design, realisation, operation and maintenance of one or several products according to defined business requirements related to Central Services (incl. payment and cash management, learning and development, talent management, legal and compliance, health and safety) . Drive core business engagement with Group Finance, HR, Corporate Communication and Legal teams and act as single point of contact for the respective product team and stakeholders ensuring customer satisfaction

Accountabilities

- Represent the product and service across the GTS organisation building successful stakeholder and customer relationships
- Ensure detailed understanding of business requirements and priorities for the product ensuring systems are customer centric and meet business requirements
- Ensure realisation, operation and maintenance of the product according to defined service level agreements, requirements, timeline, value/ ROI, cost and quality and ways of working
- Provide direction, coordinate and manage (agile) product team to optimise its value (speed & quality) and cost effectiveness
- Report product status and (agile) Product team progress to stakeholders using agreed governance
- Review and approve documentation of functional and non-functional product requirements utilising appropriate (agile) methodology
- Define, monitor and control product service level requirements   ensuring targets are met
- Support portfolio management by forecasting demand, capacity and budget requirements to meet product needs across the function feeding into wider business objectives
- Define and prioritise product user stories together with the business in accordance to business value and return on investment
- Conduct (sprint) planning / (sprint) reviews and own, coordinate and manage the output of it to meet business objectives
- Working with the QA / Test engineers and DevOps ensure execution of product tests according to defined standards
- Ensure required documentation is produced and maintained by the (agile) product team follow standards from across all product teams
- Establish successful stakeholder relationships, managing expectations in the delivery, support and enhancements of products / services

- Define the impact of change to current processes, master data, business model and technology architecture when assessing requests or delivering change to the business alongside GTS teams and wider business to meet business objectives

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