

ROLE DESCRIPTION / PRODUCT OWNER

ROLE PURPOSE AND OVERVIEW:

This role provides overall ownership of the Lab “product” and is accountable for delivery across the project teams, roles and activities. The Product Owner influences the development of the Lab by conveying his vision to the team(s) and prioritizing the Agile management Product Backlog. The Product Owner is responsible for defining stories and prioritizing the Backlog to streamline execution of priorities while maintaining conceptual and technical integrity of the Lab.

- Supporting day to day, tactical activity of the Lab
- Being a liaison and bridging the gaps between the client, stakeholders, and the hosting team
- Understanding and communicating overall vision for the Lab
- Prioritizing product activity and clarifying product requirements
- Defining Stories with the team
- Deciding what is in and out of scope on a tactical level for the project
- Understanding needs of the Strategic Lead
- Interfacing with strategic and governance team needs for project information and updates
- Participating in team sprints, retrospectives, and other meetings

- Ability to lead a team of up to 15 people
- Ability to understand and communicate product vision
- Ability to assess strategic vs. tactical needs of the Lab
- Ability to make decisions regarding tactical direction of the product
- Ability to be held accountable for overall product
- Ability to hold quality standards for work
- Ability to support accountability in team
- Ability to support the team to stay focused during sprints

ACCOUNTABILITIES /

ONGOING ACTIVITY EXPECTED FROM THE ROLE

FUNCTIONAL CAPABILITIES /

CAPABILITIES REQUIRED TO ENACT THE ROLE



ROLLER STRATEGIES / ROLE DESCRIPTION

- Ability to adapt communications as required to engage with a wide variety of stakeholders
- Ability to develop, groom and prioritize a backlog
- Ability to define user stories
- Ability to sequence and estimate stories
- Ability to provide project progress reports and updates to stakeholders

TECHNICAL CAPABILITIES / CAPABILITIES ENCOURAGED, BUT CAN BE TRAINED ON THE PROJECT IF NEEDED

AGILE	Knowledge and ability to use Agile as an iterative project management modality working in sprints and rapid cycles.
DOCUMENTATION	Knowledge and ability to use shared protocols, processes and practices for capturing information and learning.
STAKEHOLDER RELATIONS/ CUSTOMER SERVICE	The ability to work with a multi-stakeholder system, different perspectives, and ability to communicate effectively with the variety of stakeholder groups across the system.
PROTOTYPING	Knowledge and ability to create and build products using, rapid cycles, testing, and customer validation.
DESIGN	Knowledge and use of basic formatting, shared documentation standards, presentation of information, fonts, logos, templates, etc.
COMMUNICATIONS	Knowledge and ability to use multiple communications channels (print, video) storytelling, and narrative generation.
IT SYSTEMS	Ability to use social media (Twitter, Facebook), project management platforms (Trello, Slack) and other systems as required.

CORE CAPABILITIES / BASE LEVEL OF THESE CAPABILITIES IS REQUIRED TO FULFILL THE ROLE

SELF-AWARENESS	The ability to be conscious of one's own character, feelings, capabilities, motives, and desires. It includes awareness of how you are perceived by others and the impact you have on others.
CREATIVITY	The ability to be effective and produce results with patience, bravery, imagination and flexibility in the face of complexity and uncertainty.
COLLABORATION	The ability to reach mutual understanding and connection by exchanging information, ideas and feelings- especially across differences. It includes the ability to create and share meaning and produce collective results.
POWER AND SYSTEMS	The ability to understand how systems function and to perceive the role and impact of power within systems.

Varies: Average week may be 20-25 hours per week. Weeks leading up to and during Lab events could be closer to 30 hours.

ESTIMATED TIME COMMITMENT/
HOURS PER WEEK OR MONTH

3-5 years experience

EXPERIENCE