

## ROLE DESCRIPTION / PROJECT MANAGER- SCRUM MASTER

### ROLE PURPOSE AND OVERVIEW:

The Project Manager/Scrum Master has oversight of the Lab day to day operations. They work closely with the Product Owner. They will have a deep understanding of the work being done, and will help the team to optimize delivery through an effective and efficient scrum process. They will also act as a scrum coach to the team, help to clear organisational roadblocks, and be responsible for planning the sprints.

- Coordinating and implementing agile regime
  - Facilitating sprints, retrospectives, and stand-ups
  - Supporting delivery team in agile
  - Supporting delivery team to clear organisational roadblocks
  - Establishing and enforcing standards for the agile regime across the Lab team
- 
- Ability to plan and organise projects using the agile method
  - Ability to understand/articulate the relationship between Lab tasks, stories, goals and strategy
  - Ability to translate higher-level priorities and stories to specific time-bound tasks
  - Ability to adapt and adjust priorities efficiently and on time
  - Ability to communicate effectively with team members
  - Ability to hold team members to account for tasks
  - Ability to create and maintain strong interpersonal relationships
  - Ability to coach team members to understand the agile processes

### ACCOUNTABILITIES /

ONGOING ACTIVITY EXPECTED  
FROM THE ROLE

### FUNCTIONAL CAPABILITIES /

CAPABILITIES REQUIRED TO ENACT  
THE ROE

**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

<b>SELF-AWARENESS</b>	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.
<b>CREATIVITY</b>	The ability to be effective and produce results with patience, bravery, imagination and flexibility in the face of complexity and uncertainty.
<b>COLLABORATION</b>	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.
<b>POWER AND SYSTEMS</b>	The ability to understand how systems function and to perceive the role and impact of power within systems.

This role starts during the Convening and Recruiting stage of the Preconditions phase of the Lab and continues through the Cycle Wrap up. Time commitment will vary from 10-30 hours per week, with an average of 50 hours per month.

**ESTIMATED TIME COMMITMENT/**  
HOURS PER WEEK OR MONTH

5-10 years project management specifically agile.

**EXPERIENCE**