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| **Role Title:** | IT Scrum Master | **Responsible to:** | IT Delivery Lead |
| **Division:** | Member Experience, Digital and Data (MEDD) | **Department:** | Technology Operations |
| **Direct reports:** | Direct Reports: | **Scope:** |  |
| **Scale:** | 0 People Reports  £0 Budget  Income: N/A |
| **Regulated Function:** | No |
| **Evaluation Level:** | Implement 2 | **Role Family:** | Digital, Data & Change |

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| **Role Purpose** |
| The Scrum Master will be dedicated to a delivery tower and responsible for one or more delivery squads within a delivery tower. They will be considered an Agile subject-matter expert, have excellent logic and problem solving skills, and the drive to make a difference. The Scrum Master is an individual who puts the team before themselves. They will be responsible for enforcing the Scrum rules, removing impediments from their team while promoting self-management, and constantly improving standards of work.  The Scrum Master ensures the smooth operation of agile processes and activities, and is responsible for leading daily stand-ups, backlog prioritization meetings and retrospectives. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| * Organize and facilitate agile activities and ceremonies including daily stand-up meetings, sprint reviews, retrospectives, sprint and release planning and product backlog refinement sessions. * Ensure that all meetings are positive, productive, stay on topic and are kept within the timebox. * Collaborate closely with the Delivery Leads to manage the backlog. * Effectively manage user story estimation and forecasting. * Champion and facilitate adoption of agile standards, tools and best practices. * Coach team on established IT and organizational standards (e.g., security, quality, and architecture) to minimize operational and reputational risk. * Communicate with other management, developers, platform and infrastructure engineers, and technical support specialists on product issues. * Experience in understanding and responding to common technical requirements which may include topics such as integration capabilities, APIs that aid in building common tasks and requirements | * Corporate Strategic priorities Vs plan * Division Plan delivery Vs plan * Delivery of projects to plan * Stakeholder Feedback |
| **Financial**   * Help estimate the resource funding required for development/build of the requirements & deliverables | * Operational budget Vs Plan * Project Quotes v actual cost at end of project |
| **Member**   * Actively participate in learning opportunities such as communities of practice or conferences to improve skills and better support the organization and our members. | * Net promoter score * Member feedback * Member Experience Scores |
| **People**   * Establish cross-project technology alignment and interlocking of decision making, in partnership with other Scrum Masters * Promote and motivate cross-functional teams consisting of developers, testers, designers, and other technical specialists. * Foster a collaborative and positive team environment which aligns with our commitment to celebrate and promote diversity. | * MEDD Engagement Index Vs MPS * MEDD Leadership Index Vs MPS * MEDD Inclusion Index vs MPS * Strong Talent and Succession Plan * HR Metrics – attrition, absence |
| **Risk**   * Ensure adherence to quality standards and best practices throughout the development process * Identify potential risks and develop mitigation strategies to minimize their impact on project delivery | * Risk & Control Self- Assessments * Audit Actions * Improved awareness and understanding of risk management * Risk reporting is accurate * Business areas risks being actively reviewed and challenged * Adherence to the MPS Currency policy |
| **Responsibilities (RACI)** | |
| * Proactively identify and resolve impediments to team progress. * Communicate with leaders across the organization to ensure transparency into delivery progress, challenges and risks. * Demonstrate the ability to communicate complex technical information in a condensed manner to various stakeholders verbally and in writing * Utilise team feedback and metrics (e.g., quality, delivery, cadence, etc.) to identify areas of opportunity and work with team to continuously improve to achieve excellence. * Coach the team to improve collaboration and self-management, promoting healthy interactions both within the team and with external stakeholders. * Represent the team at broader planning and coordination sessions (e.g., Scrum of Scrums). * Support the team in using agile planning and development tools (e.g. Azure DevOps, Confluence). * Experiment with new practices and frameworks to improve team outcomes. * Ensure that support teams are practicing the core agile principles of collaboration, prioritization, team accountability, and visibility. * Assist with prioritization and resolution of support tasks & backlog maintenance. * Actively participate in learning opportunities such as communities of practice or conferences to improve skills and better support the team. * Contribute to the advancement and improvement of agile practices within the organization. * Work closely with the Platform team to feedback and ensure their capabilities and services are aligned and utilised by IT Delivery towers * Contribute to delivery management and agile community of practice (CoP) to facilitate collaboration and best-practice sharing among all IT teams * Foster a positive work environment that encourages collaboration, innovation, and high performance * Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role. | |

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| **Key Governance Responsibilities** |
| * Lead Scrum principles such as daily stand-ups, backlog prioritization meetings and retrospectives. |

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| **Leadership Behaviours** | **Level** |
| Fresh Thinking | Leading Self |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Others |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking | Leading Self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Agile, scrum, or project management certification preferred (e.g. CSM, CSP, PMP, SAFe). * Background in relevant industries, functions, and/or technologies is preferred | * Excellent people and project management skills. * Coaching skills and ability to motivate teams. * Strong communication and presentation skills. * Strong analytical and problem-solving skills. * Ability to work well in diverse, multinational teams and proven ability to influence others to achieve positive outcomes | * Experience with agile planning and development tools (e.g. Azure DevOps, Confluence, etc). * Deep knowledge of agile practices, frameworks and techniques. |
| **Desirable** | * 3 or more years’ experience | * Excellent problem-solving skills in complex vendor and internal customer environments. Looks to resolve the root cause, not just the specific problem. | * Experience of digital transformation journeys and building platform teams from concept to highly performing. |