

Position Description



Position Title	Scrum Master
Job Group	JG 5
Division	Enterprise Transformation Successfully deliver the organisation's strategic priorities cost effectively and in a way that optimises client outcomes, employee experience and a positive community impact. The division oversees the Portfolio, program and project delivery for the TAC, as well as the technology development and operations (including digital) for the TAC.
Branch	Strategic Digital Delivery
Location	Geelong
Reports To	Click or tap here to enter text.
No. of Direct Reports	NA
No. of Staff Position Oversees	NA
Working with Children Check Required?	No
Financial Delegation	NA
Budget Allocation	NA

Job Purpose

The Scrum Master is required to lead the Agile Scrum delivery of Data and Analytic products by providing direction to, and coaching/mentoring of team members and senior leaders within TAC. The Scrum Master will implement tools and techniques to empower efficiency, effectiveness and adaptability in an Agile way of working. The Scrum Master will mentor and direct Senior Leaders, Product Owners, Project Managers multi-disciplinary teams and others on processes and behaviours that align with Agile best practices. The role will act as an SME on Agile principles and leading industry practices and as required, will interact with and present to various leadership levels of the organization. The scrum master will develop reports as appropriate for consumption by a variety of stakeholders.

Key Role Accountabilities

- Leads the adoption of agile practices in the delivery of digital products.
- Coach and support up to three delivery squads of consisting of approximately 5-8 members each, to achieve the expected value of the project. The delivery team will have a variety of experience and knowledge of agile practices.
- Leads agile ceremonies such as stand-ups, planning meetings and retrospectives.
- Guiding and coaching team building a trusting and safe environment where problems are identified with an emphasis on problem solving and resolution

Our values

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- Maintains the planning board and through the ceremonies and 1 on 1 meetings, is able to maintain the productivity of the team that is transparently displayed on the planning boards.
- Identifies risks, issues, dependencies and impediments to delivery and either manages these, removes impediments to productivity and success for the squads, or escalates for resolution
- Prepares and delivers the necessary reports for governance purposes.
- Engage with external stakeholders such as technology business partners to deliver system changes and enhancements to the agreed standards, practices and techniques. Undertaking the assessment and analysis of the change required, through to development and implementation, ensuring all required documentation is complete and usable for end users
- Accountable for creating and capturing accurate and complete records of business activities within the accountability of the role

Key Selection Criteria

- Relevant tertiary qualifications and/or substantial experience.
- Agile certification
- Significant demonstrated expertise in Agile delivery methodologies including but not limited to; ITIL, DevOps, Agile, Scrum, Continuous Delivery and/or Rapid Application Development
- Experience supporting Data & Analytics functions or programs of work
- Demonstrated experience building and leading a team to deliver high-quality services in short delivery cycles.
- Demonstrated experience coaching and mentoring Senior Leaders, including product owners, in Agile practices.
- Highly developed interpersonal and verbal communication skills, with strong customer focus and ability to understand issues, manage expectations, gain agreement, resolve conflicts and translate technical information into business language.
- Excellent conceptual and analytical skills and an ability to think laterally to identify practical and workable solutions.
- Highly developed organisational skills with the ability to prioritise tasks, work accurately with attention to detail, and meet deadlines.

Capabilities

As well as the technical skills required for the role above, our TAC capabilities are our building blocks for success.

- **Courage** – Taking action or speaking up, despite uncertainty or opposition.
- **Accountability** – Taking accountability and seeing it through.
- **Adaptability** – Adapting to changing needs and conditions.
- **Curiosity** – Openness to new ideas and learning.
- **Systems thinking** – Seeing the whole beyond the parts.
- **Critical thinking** – Analysing issues to form judgements.
- **Empathy** – Connecting with the experience of others.
- **Collaboration** – Working together to achieve shared goals.

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Organisational Responsibilities

As per the Victorian Occupational Health and Safety Act 2004, TAC employees must take reasonable care for the health and safety of themselves and others, and not put others at risk by any act or omission. Employees must cooperate with the TAC about any action taken to meet OHS obligations, this includes; following safe work practices and reporting incidents and hazards. Employees must not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety and welfare.

Uphold the TAC's commitment to inclusion and diversity by role modelling inclusive and respectful behaviours, in line with the TAC's values, capabilities and policies.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

Version Number	1
Revision Number	1
Record Number	TACD25-28783
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Position Number/s	Click or tap here to enter text.

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