POSITION DESCRIPTION

Scrum Master and Release Coordinator

Position Level	9
Faculty/Division	Finance and Operations
Position Number	ADMIN ONLY
Original document creation	October 2023

Position Summary

The Scrum Master and Release Coordinator is responsible for the delivery of Integration product/projects in a timely, controlled and predictable manner. The position will ensure that Agile methodologies, specifically Scrum, are understood, practiced and enacted within teams. The Scrum Master will work in close collaboration with the Head of Integration, Technical Lead and other Integration teams members. The Scrum Master will be responsible for coaching the development teams to self-organise and create high-value products, as well as facilitating the removal impediments to the Project Team's progress.

In addition to the Scrum Master responsibilities, this role is responsible for standard release coordination activities in the context of continuous delivery of Integration technology.

This role reports into the Head of Integration and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Work as the Scrum master within Agile project teams to oversee and manage the Scrum teams and ensure team adherence to Scrum theory, practices and rules.
- Coach team members in scrum adoption, self -management, and focus on creating high-value increments and influence the removal of impediments.
- Manage the end-to-end delivery of complex system solutions, establishing and controlling project constraints and scope.
- Monitor and follow the release of governance processes for Integration technology and update it based on changes to Governance framework of IT development and production

environments.

- Responsible for driving team outcomes whilst setting expectations and liaising with stakeholders.
- Leading team communications regarding key project plans, commitments, and essential changes which include project requirements, schedule, scope changes, and QA plans.
- Facilitate sprint planning, reviews, retrospectives, and backlog grooming with the Product Owner.
- Ensure that the Teams defined Ways of Working practices and templates are adopted and used consistently.
- Ensure that management processes, tools, techniques and personnel are in place to ensure that the transition of services, service components and packages are planned and compliant.
- Ensure that test and validation and configuration management are applied in all release and deployment activities.
- Manage, communicate and coordinate release preparation and execution activities with the Integration teams and other relevant stakeholders.
- Lead improvements to the efficiency and effectiveness of the project delivery service and contribute to the identification of areas of improvement.
- Support the Service Owner(s) in project delivery by maintaining and developing processes, standards, tools and reporting and their documentation, and proactively review the service provided to end-users and customers.
- Act as a project manager when necessary and take responsibility for managing dependencies between our teams and third parties or between our teams and other scrum teams.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct.](#)
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

- At least 5 years of functional experience in leading Agile/scrum teams, preferably within Integration/API/data related project deliveries, in a large and complex organisation, ideally in higher education.

- Extensive knowledge of and experience in a range of application development methodologies including 'agile', 'scrum', 'devops', 'lean' and 'rapid' application development methodologies.

- Comprehensive communication, consultation, influencing and negotiation skills and proven ability to engage effectively with diverse stakeholders to achieve successful outcomes.

- Experience in business case preparation, estimation and costing of work.

- Sound experience with Agile SDLC delivery tools i.e., JIRA, Confluence, Azure DevOps boards etc

- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation and partner/vendor resources.

- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and

initiative.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training. An understanding of and commitment to UNSW's aims, objectives, and values in action, together with relevant policies and guidelines.

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About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.