

## Position Description

**Job title: Project Manager**

**Reports to: Head of Engineering**

**Positions reporting to this role: 0**

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### Role

As part of the Product Engineering team the Project Manager will own the delivery of any fully or partially outsourced projects. The responsibility is end to end from engaging the vendor, managing the vendor to deliverables, being the ScrumMaster where appropriate and ultimately delivering the project outcomes.

### Responsibilities

- Own the delivery of fully or partially outsourced projects
- Be the ScrumMaster for these projects where required
- Define best approach for each engagement (e.g fully /partially outsourced, T&M, Milestone, fixed price, capped etc)
- Work with the Product Managers to create business cases for new projects
- Work with vendor(s) to create contractual agreements
- Manage the vendor deliverables
- Facilitate work across teams
- Ensure that the build complies with Class's application design, quality and security standards
- Report on project health and progress
- Work with the vendor to identify and manage risks and issues
- Facilitate conflict resolution
- Track deliverables to plan

### Required Skills/Experience

- Proven track record of successful project delivery managing one or more vendors
- Project Management industry recognized certification
- Scrum Master certification (CSM, PSM II)
- Experience playing the Scrum Master role for a software development team that was diligently applying Scrum principles, practices, and theory.
- Knowledge of other Agile approaches: XP, Kanban, BDD, FDD, etc
- Excellent communication and mentoring skills

## **Key Performance Indicators**

### **Project outcomes**

- Delivery of project outcomes : As designed, on budget, high quality, on time

**Colleague satisfaction** as assessed by Head of Engineering, Product Manager, peers and associated project and support staff – note this assessment may be performed either informally by interview or formally via survey subject to the applicable management processes in place at that time. The assessment will include:

- How effectively you execute the above responsibilities (includes pro-activeness , responsiveness and thoroughness)
- How professionally you interact and communicate with your colleagues (and clients if applicable)