

## ROLE DESCRIPTION

<b>Job title</b>	Agile PM /Scrum Master	<b>Role Holder:</b>	N/A
<b>Reporting Lines:</b>	Business Change Manager	<b>Location:</b>	London

### 1. Purpose

- Working within our Change function, this role will support business initiatives and continuous improvement. The role will work closely with the business and delivery teams. The agile Project Manager will be experienced in scrum practices and techniques.

### 2. Specific Responsibilities:

- Manage the delivery of any assigned initiatives to ensure completion against agreed parameters.
- Manage the quality of deliverables and ensure the agreed outcomes and benefits are achieved.
- Coordinate and facilitate sprint planning, sprint reviews and sprint retrospectives.
- Maintain product backlog.
- Facilitate meetings and discussions, remove impediments, and resolve conflict.
- Co-ordinate testing, ensuring test activity is defined, tracked and reported.
- Track deliverables and report on KPIs and other metrics
- Manage risks, issues, dependencies and blockers in line with governance.
- Monitor resourcing and scheduling.
- Monitor and report sprint velocity and actively look to improve it.
- Establish governance and reporting regimes in line with agreed framework and ensure that these are effectively operated.
- Liaise with PMO to support the production of reporting materials for the Change Steering Committee and relevant Boards.
- Guide teams on agile techniques and best practice.
- Drive cultural change by championing an agile mindset.
- Champion the use of metrics and other objective measures across teams.
- Be flexible and willing to contribute and get involved to ensure successful delivery and continuous improvement.

### 3. Essential Skills & Requirements

- A working knowledge of the Insurance industry especially the London Market
- Demonstrated knowledge of both traditional Waterfall and Agile/Lean methodologies
- Scrum Master certification
- A Project management/agile accreditation
- Experience and/or understanding of technology projects and integrating multiple systems
- Experience of working as part of a scrum team
- Experience of using DevOps or similar tool
- Proficient in PowerPoint
- Understanding of vendor management (desirable)

- Good understanding and experience of end-to-end project delivery
- Previous professional experience working with software development teams.
- Strong risk assessment, problem resolution, negotiation, and influencing skills.
- Effective communication (verbal and written) and leadership skills.

#### 4. Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.