

Agile Project Manager Job Description

Role Summary:

We are seeking an experienced Agile Project Manager to coordinate and oversee activities across multiple projects, ensuring their successful integration into a cohesive plan. Working in an agile environment, the Project Manager will act as a central point of collaboration, aligning efforts across various teams and managing dependencies. This role requires strong leadership, organizational, and communication skills to deliver high-quality results on time and within budget. The role works alongside the Agile Delivery Manager and supports the facilitation of cross-functional collaboration.

Responsibilities:

Project Planning and Integration:

Develop and maintain a comprehensive integrated project plan that includes activities across multiple teams.

Coordinate with stakeholders to identify dependencies, risks, and opportunities across projects.

Create and maintain a project risk and issues log and actively resolve issues or escalate them as necessary.

Collaborate with the Agile Delivery Manager to ensure agile ceremonies and processes support overall project goals.

Stakeholder Engagement:

Serve as the primary contact for project updates and status reporting.

Engage with Product Owners, Business Analysts, and other stakeholders to ensure alignment on deliverables and timelines.

Manage third-party suppliers and vendors to ensure quality deliverables.

Agile Leadership:

Facilitate agile practices where appropriate, ensuring projects adhere to agile principles.

Foster a culture of collaboration and continuous improvement within project teams.

Work closely with the Agile Delivery Manager to monitor team velocity and capacity to optimize delivery schedules.

Communication and Reporting:

Produce regular updates on project progress, including milestone tracking, risk mitigation strategies, and key metrics.

Clearly communicate project goals, progress, and any changes to all stakeholders.

Act as the liaison between technical teams and non-technical stakeholders.

Delivery Management:

Ensure projects meet agreed quality, time, and budget constraints.

Manage changes to project scope and timelines effectively.

Coordinate workshops, meetings, and team discussions to drive project progress.

Qualifications and Experience:

Essential:

At least 3 years of experience managing and delivering projects within an agile framework.

Proven ability to create and manage complex project plans integrating multiple activities.

Strong stakeholder management skills, with the ability to build trust and rapport across diverse teams.

Experience with risk management and issue resolution.

Familiarity with technology projects, including an understanding of software development processes.

Desirable:

Formal training or certification in Agile methodologies (e.g., Agile Practitioner, SAFe, Scrum).

Experience in using project management tools such as Jira, Trello, or MS Project.

Knowledge of IT infrastructure and system integration.

Key Skills:

Excellent organizational and multitasking abilities.

Strong analytical and problem-solving skills.

Outstanding written and verbal communication skills.

Ability to manage competing priorities and remain calm under pressure.

Proactive mindset with a focus on achieving outcomes.

Competence in engaging and managing external vendors and suppliers.

Culture and Values:

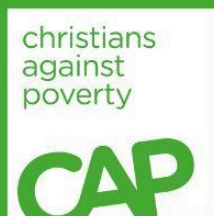
Commitment to fostering a collaborative and inclusive environment.

Demonstrated passion for delivering value through technology and innovation.

Open to learning and continuous professional development.

Additional Information:

This job description is intended to outline the primary responsibilities and qualifications for the Agile Project Manager role. The responsibilities and scope of the role may evolve based on organizational needs and team dynamics.



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