Scrum Release Manager

Salary: £58,590 - £60,939 per annum (Grade 13)
Contract type: Full-time (36.5 hours per week), Permanent

Well-known within the Welsh Education sector, WJEC is one of the leading providers of trusted qualifications across the UK. We are undergoing an extensive programme of transformation and excited to be inviting applications for a Scrum Release Manager to join our agile development team.

Working under direction of the Assistant Director of IT, the Scrum Release Manager is responsible for managing an extensive and varied range of application, environment and technology updates, from development, test to production and BAU. They will coordinate the release pipeline, managing dependencies and resourcing of developers, removing blockers, and ensuring alignment between multiple agile teams and stakeholders.

The ideal candidate has a solid background in agile frameworks, strong project management skills, customer and supplier management and a deep understanding of the release management lifecycle.

The contract:
This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. Role-holders should be prepared to work from our Cardiff offices at least once per week. Whilst Welsh language skills would be beneficial, they are not expected in this role.

At WJEC, we pride ourselves in being an inclusive and supportive place to work. We offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a defined benefit CARE pension scheme (LGPS) and numerous family friendly policies.

If you would like to know more about the position or about working for WJEC, please contact Fliss (she/her) via HR@wjec.co.uk who would be more than happy to speak to you.

Please visit our website to download a copy of the job description and application form.

Closing date: **Sunday 5 January 2025**

JOB DESCRIPTION

Job Title	Scrum Release Manager
Department:	IT – Technical Services
Responsible to:	Assistant Director of IT
Grade:	13
Location:	Western Avenue (Hybrid)

Main purpose of Job:

WJEC is seeking a skilled and motivated Scrum Release Manager to join our agile development team. This role is responsible for managing an extensive and varied range of application, environment and technology updates, from development, test to production and BAU. It is critical to the success of our software delivery process, ensuring timely and smooth releases of high-quality products, with minimal impact to service delivery or information security.

The Scrum Release Manager will be responsible for coordinating the release pipeline, managing dependencies and resourcing of developers, removing blockers, and ensuring alignment between multiple agile teams and stakeholders. The ideal candidate has a solid background in agile frameworks, strong project management skills, customer and supplier management and a deep understanding of the release management lifecycle.

Principal Duties and Responsibilities:

1. Release Planning and Coordination
   - Use project management methodology and extensive IT knowledge to develop, maintain, and communicate release plans that align with sprint and product roadmaps.
   - Work closely with product owners, scrum and development teams to understand release dependencies, timelines, goals and manage budget implications and feedback to key stakeholders.
   - Facilitate release readiness reviews, ensuring all pre-release requirements are met.
   - Ensure any budget or time impacting issues are reported and escalated immediately to ensure visibility at all times.
   - Take responsibility for all phases of scrum agile planning, including: resourcing team members with the architectural and system leads; release management and overseeing activities within the development plan.

2. Agile Team Collaboration
   - Establish and coordinate cross-functional teams for release activities and manage dependencies between teams and projects.

- Act as a liaison between agile teams and other departments (Organisational Stakeholders (internal and external), Quality Assurance, Developer Operations, Product, etc.) to ensure alignment on release objectives and timelines.
- Undertake detailed research and use innovative problem solving to resolve blockers and dependencies that impact release timelines and dependencies.
- Provide authoritative advice & guidance to colleagues on any aspect of release programming, including training for staff members & other developers, where appropriate.

3. Release Tracking and Reporting
- Track release progress; identifying risks and developing and implementing mitigation plans as needed.
- Provide clear and concise status updates and reports to stakeholders on release scope, timelines and issues.
- Define and track release metrics to ensure successful delivery and continuous improvement.

4. Process Improvement
- Analyse and improve the release management process to increase efficiency, reduce downtime, and optimize team productivity.
- Implement best practices for continuous integration and delivery (CI/CD) in collaboration with the DevOps team.
- Encourage and support continuous improvement initiatives across agile teams.

5. Risk Management and Compliance
- Identify, communicate, and manage release risks, developing contingency plans as necessary.
- Ensure releases meet compliance, regulatory, and security standards.
- Coordinate post-release validation and defect tracking, implementing lessons learned to improve future releases.

6. General
- Deputise for the AD where required at internal/external meetings.
- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post

Person Specification	

Job title:	Scrum Release Manager
Department:	IT

Highly desirable criteria are the optimum skills and experience the applicant will ideally have desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly Desirable
- Strong organizational and multitasking abilities with keen attention to detail.
- Excellent interpersonal skills, with an ability to work effectively with technical and non-technical stakeholders, influencing at all levels of the business.
- Proven problem-solving skills and ability to work under pressure to meet deadlines.
- Excellent verbal & written communication skills & the ability to interact professionally in a range of mediums (Presentation, email, networking). Able to simplify and convey technical information to non-technical audiences.
- Highly organised, with the ability to plan and oversee strategic, cross-functional projects involving several teams.
- Ability to liaise with a range of stakeholders, understanding & interpreting their requirements and converting these into operational practice.

Desirable
- Ability to communicate through the medium of Welsh.
- Familiarity with DevOps practices and release automation tools.

Knowledge and Experience

Highly Desirable
- Significant experience in release management, project management, or similar roles within an agile software development environment.
- Strong understanding of agile methodologies (Scrum, Kanban) and experience with tools such as Jira, Confluence, or similar.
- Experience managing cross-functional teams and working with CI/CD pipelines.
- Experience in change management or process improvement methodologies.
- Experience of the software development lifecycle.
- Familiarity with cloud platforms, microservices, and related deployment tools.
- Understanding of software development methodologies.

Desirable
- Knowledge of examination systems
- Knowledge of Education sector
- Knowledge of IT transformation programmes

Training/Qualifications

Desirable
- Degree or equivalent technical professional experience in a relevant field.
- Certified ScrumMaster (CSM), Certified Agile Project Manager, or Release Train Engineer (RTE) certification.

Other

Highly Desirable

- Flexible approach to work.

Telerau ac Amodau Gwasanaeth	Terms and Conditions of Service

Teitl y Swydd: Job Title:	**Scrum Release Manager**		
Cyflog: **Salary:**	£58,590 - £60,939 y flwyddyn	**Gradd:** **Gradd:**	13

Gwyliau Blynyddol:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.
Annual Leave:	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays
Pensiwn:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol
Pension:	The provision of the Local Government Superannuation Act apply

Math o Gytundeb:	Contract Type:

☒ Llawn amser / Full Time

☐ Rhan amser / Part Time   **Nifer yr oriau yr wythnos**
No. of hrs per week

☐ Llawn amser Tymor Cyfyngedig / Full Time Limited Term   **Diwedd y Tymor**
End of Term

☐ Rhan amser Tymor Cyfyngedig / Part Time Limited Term   **Diwedd y Tymor**   /   /
End of Term

    Nifer yr oriau yr wythnos   36.5
    No. of hrs per week

Dull Ymgeisio:	Method of Application:

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn dydd Sul, 5 Ionawr 2025.

Completed forms should be sent by email to hr@wjec.co.uk by Sunday 5 January 2025.