

**Job Title: Scrum Master (Temporary)**

**Job Location: Dundee**

**Responsible to: Regulatory Development and Quality Manager (Project Manager – Business Transformation)**

**Responsible for:** **Agile ICT Team**

**Principal Working Contacts**

Head of Transformation

Business Transformation Team

Chief Inspectors & Service Managers

Other Care Inspectorate colleagues

Scottish Government Officials

People who use or may need to use services and carers

Other External Stakeholders

**Job Purpose**

To lead and manage the Agile Delivery Team, and also monitor the Scrum processes and Scrum meetings.

To lead the delivery of new regulatory applications to meet the Care Inspectorate business requirements over the next 12 months.

**Key Responsibilities**

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| **Operational Management*** Guiding the team and organisation on how to use Agile/Scrum practices. Ensure that Agile Team members are aware of their respective roles while using the Scrum framework.
* Supporting and educating the Product Owner, especially with respect to grooming and maintaining the product backlog. Ensure deliveries are reached by the Agile Team and delivery commitments are met throughout project lifecycle.
* Oversee the design, implementation, quality assurance, and validation of programming code and products.
* Attend and facilitate daily scrums, stand-ups, and meetings to monitor project progress and resolve any issues the team may be experiencing.
* Shape team behaviours through excellent leadership via the agile method.
* Build strong relationships with stakeholders, application users, and product owners.
* Responsible to remove the impediments for the Scrum team.
* Document progress and communication to users and stakeholders.
* Take responsibility for successful product delivery.
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| **People Management*** To provide line leadership support to the Agile Team and ensure Agile/Scrum concepts and principles are adhered to in the wider Business Transformation Team and Care Inspectorate.
* Support, develop and coach staff through regular One-To-One Supervision, Performance Development Reviews and Personal Development Plans, implementing corrective action where necessary, to ensure continuous improvement in service delivery.
* Manage and monitor the learning and development of all employees within the role’s remit.
* Carry out your duties in accordance with our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for your safety and that of others who may be affected by what you do or fail to do while at work.
* Promote diversity, equality of opportunity, fairness, dignity and trust, ensuring that these principles are upheld across all areas of service delivery.

**Relationship Management*** As a leader, model corporate behaviour and demonstrate commitment to organisation values.
* Work collaboratively with developers, product owners and stakeholders to identify and fix problems as quickly as possible to ensure the team provide working software at the end of the sprint.
* Develop and maintain constructive and co-operative working, and relationships with internal and external stakeholders to ensure effective and efficient directorate support.
* Providing training in the use of new and updated ICT systems where appropriate.
* Ensure effective working protocols in accordance with the Care Inspectorate’s Communications, Human Resources, Finance, ICT and Operations function.
* Project a professional image for the Care Inspectorate and Business Transformation Team when dealing with colleagues and external stakeholders.
* Demonstrate enthusiasm for delivering excellent customer service.
* Demonstrate a commitment to the Care Inspectorate’s aims, vision and values and to the Care Inspectorate’s overall objective of improving care in Scotland.

**Other Duties**This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs. |
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