

<b>Position Title:</b>	Scrum Master
<b>Position reports to:</b>	Product Owner
<b>Direct Reports:</b>	N/A
<b>Office Location:</b>	Adapt IT Durban Campus

## PURPOSE OF THE POSITION

The purpose of the scrum master's role is to ensure the team lives agile values and principles and follows the processes and practices that govern the team.

## PRIMARY RESPONSIBILITIES FOR THE ROLE

- Improve the efficiency of the development team.
- Responsible for managing scrum process in Agile methodology if applicable, with the coordination of scrum team.
- Arrange daily stand-up meetings, scheduled meetings, demo, facilitate meetings and decision-making processes in order to ensure quick inspection and proper use of adaptation process.
- Assist product owner to ensure the product backlog is in good shape and is ready for the next sprint
- Conduct retrospective meetings.
- Organize and facilitate the sprint planning meetings
- Act as safeguard for team
- Guiding the team and organization on how to use Agile/Scrum practices and values
- Guiding the team to get most out of self-organization
- Assessing the scrum maturity of the team and organizing and coaching the team to higher levels of maturity, at a pace that is sustainable for the team and the project
- Removing impediments or guiding the team to remove impediments by finding the right personal to remove the impediments
- Building a trusting and safe environment where problems can be raised without fear of blame, retribution, or being judged with an emphasis of healing and problem solving
- Facilitate getting the project work done without
- Assisting with internal and external communication, improving transparency
- Providing all support to the team using an effective leadership style, and leading by example
- Facilitate and run the agile ceremonies
- Maintain team focus throughout sprints on priorities and business value
- Manage all Scrum boards (physical or virtual)
- Manage sprint backlog items and tasks
- Use key Scrum metrics (burndown, velocity) to help deliver committed work
- Empower the team to make system and process improvements captured in sprint retrospective meetings
- Foster a culture of continuous delivery
- Conduct accurate capacity planning

## MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Guides and coaches the Scrum Team on how to use Agile practices and principles to deliver high quality products and services to our customers.
- Gets team to a high performing level by recognizing areas of strength and improvement and employing appropriate coaching and development techniques.
- Responsible for ensuring Scrum is understood and the team adheres to Scrum theory, practice, and guidelines.
- Coaches the Scrum team in self-organization, cross-functional skillset, domain knowledge and communicates effectively, both internally and externally working within the Scrum team.
- Works with Scrum Team, as well as internal and external stakeholders, to influence and drive decision making and support organizational project or product teams.
- Resolves team impediments to increase the effectiveness of the application of Scrum in the organization.
- Works with Agile coaches and other Scrum Masters to grow within the role.
- Contributes to the advancement and improvement of Agile practices within the organization.
- Facilitates and supports all scrum events: Sprint Planning, Daily Scrum, Sprint Review, and Sprint Retrospective.
- Acts as a leader who coaches and supports Agile teams.
- Works closely with Product Owner to ensure product backlog is ready for the team.

### Education & Qualification

- Relevant Degree/Diploma
- A qualification/certification in project management would be advantageous
- Agile or scrum certification would be advantageous

### Relevant Experience

- A minimum of with 4 years' experience working with large complex technology projects
- Experience in leading integration of complex systems
- Solid SDLC experience
- Knowledge and application of PMI Code of Conduct
- Direct work experience in project management and/or scrum master capacity
- Proven experience in people management
- Proven experience in quality management
- Proven experience in risk management
- Proven experience in change/transition management
- Proven experience in managing 3<sup>rd</sup> parties
- Knowledge of lean principles is required
- Broad project management methodology knowledge
- Knowledge of both theoretical and practical aspects of project management and scrum
- An over-riding commitment to the project's success, client satisfaction and teamwork
- Knowledge and understanding of the organisation's project management processes and tools

### Skills and Behaviour

- Strong commitment to portfolio and project objectives

- Strong time management and organisational skills
- Ability to draft and deliver high quality records
- An approach that is open to new ideas, practices and methods and gives equal weight to the various disciplines involved in delivery.
- Ability to see a task through to completion independently or as a team member.
- Analytical ability and strong problem-solving skills.
- Strong commitment to delivery management team objectives
- Strong communication and interpersonal skills
- An investigative mind and a confident, energetic personality
- Problem resolution skills
- Analytical thinking
- Cause and effect analysis
- Quality Orientated
- The ability to work under pressure
- Take ownership and develop preventative measures for business challenges
- Must be detail oriented
- Ability to interact with Adapt IT technical team members and help formulate solutions
- Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions.
- Ability to communicate effectively.
- Contribution to team success
- Contribution to the client's experience

Contact Person: [Mandy Barret](#)

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