

### BASIC FUNCTION OF THE JOB

The Agile Consultant is responsible for facilitating agile transformations for our clients by implementing a consistent, repeatable process to successfully lead, plan, direct, coordinate and execute an organizations adoption of an Agile-enabled, SaaS PPM solution called ClickUp. The Agile Consultant is also responsible for coaching our clients to help them better leverage ClickUp to manage their Agile processes and to consult on best practices.

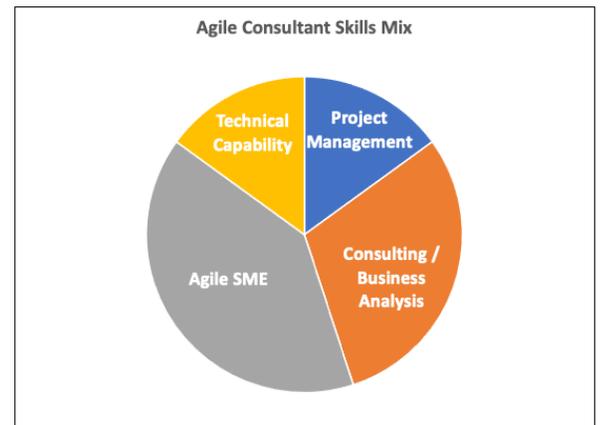
We are 100% work-from-home. As such we can provide significant schedule flexibility, but we also require support across multiple time zones.

### WORK PERFORMED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Essential Functions of the Job:

- Project Management Duties
  - Maintain key relationships both internally and within the client environment
  - Plan and execute PPM implementation projects
  - Define testing scenarios and develop test scripts
  - Effectively communicate and drive project deliverables
  - Ensure contract / project goals are met
- Consulting / Business Analysis Duties
  - Provide functional consulting services by acting as an Agile and PPM subject-matter-expert to lead clients through a PPM deployment
  - Identify / consume requirements and map them to PPM functionality
  - Identify functional gaps and develop solutions for clients
  - Advise clients on options, risks, and any impacts on other processes or systems
  - Deliver admin and train-the-trainer training
- Agile SME Duties
  - Use Agile subject matter expertise to coach new and existing teams on practices, and influence leadership and associates on the culture change required to shift to an Agile toolset
  - Utilize feedback and metrics (quality, delivery rate, etc.) to identify areas of opportunity and partners with others on continuous improvement



- Provide strategic and tactical leadership in agile transformation engagements, ensure clarity and alignment around the engagement and the client's priorities and goals
- Facilitate Agile transformation at organizational, leadership, and team level
- Technical Duties
  - Transform functional and technical requirements into detailed designs, including process flows and wireframes
  - Configure the PPM application to meet requirements (note: training will be provided on our PPM tools)
- Other duties as assigned

## **MINIMUM REQUIREMENTS**

### Education and/or Experience:

- Holds a Bachelor's degree or with equivalent experience
- Has at least 5 years' professional experience
- Has minimum 2 years of experience implementing a variety of Agile practices (Scrum, SAFe, XP, Lean, Kanban)
- Experience implementing governance practices to align with Agile methodologies
- Excellent oral and written communication skills required including ability to make effective presentations, create Agile training documentation artifacts, and interact effectively in negotiations and team settings
- Experience in providing solution to teams, management, and stakeholders to discuss successes, challenges, Agile adoption & delivery progress, and solutions for improvement
- Experience in representing the model, values, and principles of the Agile Manifesto
- Ability to translate technical concepts into non-technical terms
- Demonstrated high level of analytical and problem-solving skills

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Critical thinker with the ability to navigate poorly defined problems
- Highly motivated and dependable with excellent communication, negotiation, and presentation skills
- Strong analytical, critical thinking, and problem-solving skills
- A self-starter that relies on experience and judgment to plan and accomplish engagements and initiatives' goals
- Demonstrate project ownership and have a “do what it takes” attitude
- Outstanding mindfulness, collaborative, and interpersonal skills
- Understanding of the consulting mindset and ability to speak effectively to customers at all levels
- Able to effectively navigate difficult conversations and to make difficult decisions

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to: stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard, reach, stoop and kneel
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus due to computer work

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of this job.

- The majority of work is work-from-home, so candidates must have reliable high-speed internet access
- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area
- Ability to sit at a computer terminal for an extended period of time