

# Release Manager

## Job Description

<b>Reporting To:</b>	<b>Release Train Engineer</b>
<b>Responsibility for Others:</b>	None
<b>Location:</b>	Horsham
<b>Hours of Work</b>	Monday to Friday 9.00am to 5.30pm with 1 hour for lunch
<b>Any Special Requirements</b>	None

### Overall Purpose of the Job:

To plan and manage the software releases within Creative Technologies. This involves co-ordinating between all stakeholders involved and ensuring transparency of progress, risks etc.

### Key Activities & Responsibilities:

- Forward plan the release windows and cycles across a portfolio
- Manage risks and resolve issues that affect release scope, schedule and quality
- Measure and monitor progress to ensure application releases are delivered on time
- Focus on release governance and traceability of all changes delivered, ensuring process is followed
- Coordinate release content and effort based on the team backlogs and production incidents
- Communicate all key project plans, commitments, and changes including requirements, QA plans, schedule, and scope changes
- Work closely with the DevOps Champions to orchestrate the deployment activities
- Manage relationships and coordinate work between different teams at different locations
- Conduct Release Readiness reviews, Milestone Reviews, and Business Go/No-Go reviews
- Produce deployment, Run Books and Implementation Plans
- Weekly Release Reporting
- Communicate release details and schedules to the Business as required
- Negotiate, plan and manage all release activities
- Maintains the release schedule for all core services and ensure alignment across key customers and partners
- Continually work towards making improvements to the release process, including

- Lead and co-ordinate the Go-Live activities including the execution of the deployment plans and checklists.
- Explore and work with DevOps to identify and implement tooling that enhances our release management capabilities
- Lead CAB meetings to discuss release scope and/or roadblocks
- Maintains release pages to manage key information such as build and release procedures, dependencies, and notification lists

**About your skills:**

- Advanced knowledge of software development lifecycle
- Agile evangelist with a passion for an approach to release management that enables agility.
- Intermediate / advanced user of JIRA and Confluence
- Previous release management experience
- Demonstrated ability to coordinate cross-functional work teams toward task completion
- Ability to grasp the high-level understanding of software architecture and the components that make up the architecture of the organisation
- Understanding of the testing lifecycle involved in getting working software out to users in production

**Desirable Skills/Experience:**

- Experience as a release manager in an organisation that is becoming more agile and gradually shifting from manual deployments to CI / CD
- Previous experience as one of the following: Product owner, Scrum master, Project manager for software delivery
- Financial Services
- Git
- Octopus
- Test management tools

**Personal characteristics:**

- Servant-leader mindset
- Process orientated
- Strong interpersonal skills – able to work well with a broad range of people
- Highly motivated with an attention to detail
- Excellent organisational skills