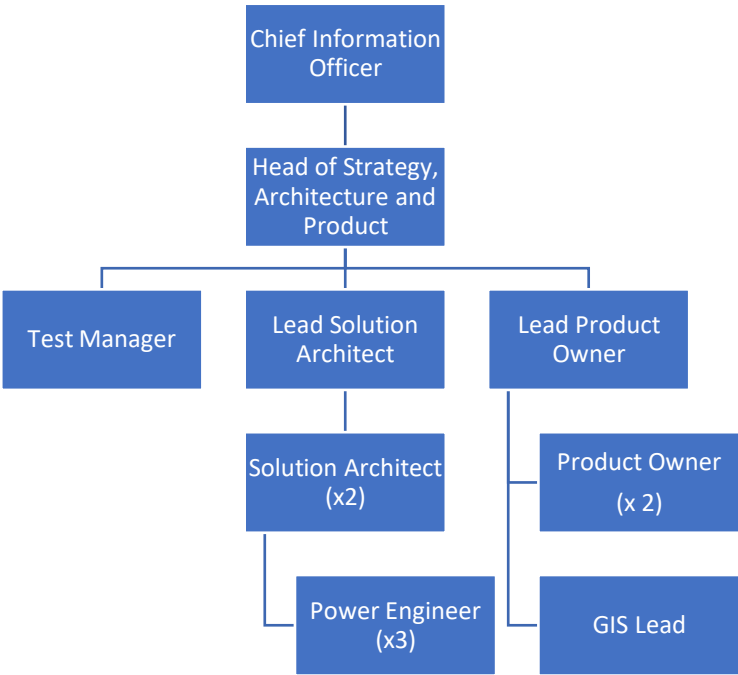


JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Resources	Job Ref Number: 04093
Service Area: IT	Grade: G12
Job Title: Product Owner	
PURPOSE OF JOB: <p>The Product Owner is responsible for leading product management activities, defining, prioritising, and managing the product backlog to ensure alignment with the council’s strategic objectives. As a senior-level Product Owner, the role drives the development and optimisation of digital services, ensuring that products deliver maximum value to users while supporting operational efficiency and digital transformation.</p> <p>The postholder will work closely with stakeholders, suppliers, and IT teams to ensure the effective use of Microsoft Fabric, Microsoft Power Platform, and other key technologies within product development. They will play a crucial role in product governance, supplier management, and continuous improvement, ensuring compliance with the Government Digital and Data Profession (GDAD) framework while embedding agile best practices and outcome-based delivery.</p>	
TEAM STRUCTURE: <div style="text-align: center; margin-top: 20px;">  <pre> graph TD CIO[Chief Information Officer] --> HOSAP[Head of Strategy, Architecture and Product] HOSAP --> TM[Test Manager] HOSAP --> LSA[Lead Solution Architect] HOSAP --> LPO[Lead Product Owner] LSA --> SAx2[Solution Architect (x2)] SAx2 --> PEx3[Power Engineer (x3)] LPO --> POx2[Product Owner (x2)] LPO --> GISL[GIS Lead] </pre> </div>	
MAIN DUTIES:	
1	Product Strategy and Roadmap Management <ul style="list-style-type: none"> • Develop and maintain a clear product vision and roadmap that aligns with council priorities. • Define measurable goals and objectives for product success and business impact.

	<ul style="list-style-type: none"> • Ensure products evolve to meet emerging user needs and organisational requirements.
2	Product Backlog Management and Agile Execution <ul style="list-style-type: none"> • Own and manage the product backlog, ensuring prioritisation based on business value. • Ensure backlog items are well-defined, estimated, and actionable for development teams. • Lead backlog refinement, sprint planning, and iterative product delivery cycles.
3	Stakeholder Engagement and Communication <ul style="list-style-type: none"> • Act as the key liaison between business users, technical teams, and senior leadership. • Facilitate discussions to ensure alignment on product goals, priorities, and expected outcomes. • Regularly update stakeholders on product progress, risks, and benefits realisation.
4	Supplier and Vendor Management <ul style="list-style-type: none"> • Oversee supplier relationships to ensure high-quality product development and delivery. • Hold suppliers accountable for adherence to best practices, agile methodologies, and contractual obligations. • Monitor supplier performance, ensuring timely and cost-effective delivery of product features.
5	Quality Assurance and Product Validation <ul style="list-style-type: none"> • Validate and accept completed work against defined acceptance criteria and quality standards. • Ensure robust user acceptance testing (UAT) processes are in place for product releases. • Work with security and compliance teams to ensure all products meet IT and data security standards.
6	Continuous Improvement and Product Optimisation <ul style="list-style-type: none"> • Regularly review product performance and identify areas for enhancement. • Use data-driven insights and user feedback to refine and improve product offerings. • Drive a culture of continuous learning, iteration, and innovation in product development.
7	Leveraging Key Technologies <ul style="list-style-type: none"> • Ensure the effective adoption of Microsoft Fabric and Microsoft Power Platform within product development. • Support the integration of line-of-business applications to improve service efficiency. • Promote the use of automation, AI, and analytics to enhance product capabilities.
8	Governance, Compliance, and Assurance <ul style="list-style-type: none"> • Ensure all product development aligns with the Government Digital and Data framework. • Implement governance structures to track product performance, risk, and compliance. • Ensure adherence to regulatory requirements, IT security standards, and data protection policies.
9	Cyber security and Risk Management <ul style="list-style-type: none"> • Ensure products are designed and implemented with security best practices in mind. • Identify and mitigate risks associated with data sharing, integrations, and user access. • Work closely with IT security teams to implement secure-by-design principles in product development.
10	Community Engagement and Capability Building <ul style="list-style-type: none"> • Develop and lead a Product Owner Community of Practice within the council. • Encourage best practice sharing, peer learning, and continuous skills development. • Support training initiatives to enhance product management capability across teams.
11	Performance Monitoring and Value Realisation <ul style="list-style-type: none"> • Define and track key success metrics for product performance and business impact. • Ensure that digital services deliver measurable improvements in efficiency, cost savings, and user satisfaction. • Use analytics and reporting to support data-driven decision-making and ongoing product enhancement.
12	Innovation and Emerging Technologies <ul style="list-style-type: none"> • Monitor technology trends and assess their potential for product enhancement.

	<ul style="list-style-type: none"> • Encourage the adoption of emerging technologies such as AI, automation, and advanced analytics. • Promote a forward-thinking approach to product management, ensuring long-term relevance and impact.
--	--

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Extensive experience in product management, agile methodologies, and backlog management.	A, I	X	
Strong ability to define and execute product roadmaps aligned with strategic priorities.	A, I, P	X	
Proven track record in managing supplier relationships and overseeing outsourced product development.	A, I, P	X	
Experience in leveraging Microsoft Fabric, Power Platform, and enterprise digital solutions.	A, I, P	X	
Ability to engage and influence stakeholders, translating business needs into actionable product requirements.	A, I	X	
Understanding of IT governance, security, and compliance best practices, including the GDAD framework.	A		X
Data-driven decision-making skills, with experience using analytics to track product performance.	A		X
Deep knowledge of agile frameworks (Scrum, SAFe) and iterative product delivery methodologies.	A, I	X	
Experience working within Agile project teams, including the writing and sizing and prioritisation of stories and tasks.	A, I	x	
Excellent problem-solving, prioritisation, and decision-making skills to optimise product success.	A	X	
Proven ability to lead and develop Communities of Practice, driving continuous improvement in product management.	A, I, P	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.