

# Release Train Engineer

## Basic information

**Band:** 3

**Job family:** DDaT

**Terms:** Permanent

**Location:** Cheltenham

**Reports to:** Head of Product Engineering

**Direct Reports:** None

**Team:** Product Engineering

**Business unit:** Digital & Data

**Created/Reviewed date:** May 2020



## Job purpose:

The Release Train Engineer (RTE) is a leader and coach for the Agile Release Train (ART) for an assigned customer group and multidisciplinary team. The RTE's major responsibilities are to facilitate the ART events and processes and assist the Product Engineering teams in delivering value. RTEs communicate with stakeholders, escalate impediments, help manage risk, and drive relentless improvement.

They have a solid grasp of how to scale Lean and Agile practices and understand the unique opportunities and challenges associated with facilitating and continuously aligning a large development program. They also participate in the Lean-Agile transformation, coaching leaders, teams, and Scrum Masters in the new processes and mindsets, helping to configure SAFe to the organisation's needs, standardising and documenting practices.

## Key accountabilities:

- Manage and optimize the flow of value through the ART using various tools, such as the Program Kanbans and other information radiators.
- Advise and Establish appropriate cadence of ceremonies to allow teams to raise blockers and issues in a timely fashion, in addition to retrospectively review progress, learn lessons and celebrate success.
- Establish and communicate the annual calendars for Iterations and Program Increments (PIs).
- Facilitate PI Planning readiness by fostering a Continuous Exploration process which drives the synthesis of a Vision, a Roadmap, and Backlogs, and through Pre- and Post-PI Planning meetings.
- Facilitate the PI planning event, summarise team PI Objectives into Program PI Objectives (the RTE) and publish them for visibility and transparency.

- Facilitate teams to be able to plan and estimate in a consistent way that focuses both on PI level OKRs and PI deliverables, milestones, dependencies and resource requirements/conflicts.
- Work with the MDT to define metrics/measurements to manage the delivery on an ongoing basis that can drive continuous improvement. Ensure consistency across other customer groups.
- Assist tracking the execution of features and capabilities and support the Product Owner to drive quality in reporting, ensuring that this is appropriate, and provides timely, transparent progress against the plan.
- Facilitate periodic synchronization meetings, including the ART sync at the Essential Level.
- Coach leaders, teams, and Scrum Masters in Lean-Agile practices and mindsets.
- Help manage risks and dependencies and to escalate and track impediments.
- Provide input on resourcing to address critical bottlenecks.
- Encourage collaboration between teams and Solution Architects.
- Work with the Lead Product Manager, Product Owner(s), and other stakeholders to help ensure strategy and execution alignment.
- Work with the Head of Product Engineering to review and recommend 'what good looks like' against SAFe and to continuously improve ways of working, enabling UCAS to deliver value faster and more efficiently.
- Working with the Platform Engineering function, improve the flow of value through customer streams by improving and assessing the practices associated with DevOps and Release on Demand in the Continuous Delivery Pipeline.
- Help drive the Lean User Experience (UX) innovation cycle.
- Understand and operate within allocated programme and product Budgets and ensure MDT adherence to Guardrails.
- Drive relentless improvement via Inspect and Adapt workshops; assess the agility level of the ART and Solution Train and help them improve.
- Foster Communities of Practice and the use of engineering and Built-In Quality practices.

### **Skills, Qualifications & Experience:**

- Educated to bachelor's degree level in relevant discipline or equivalent professional experience.
- Scrum Master certified and experienced in the Scrum Master role/ or studying towards if in post.
- Significant experience of working in agile (Lean-Agile Frameworks) including scaled agile framework (SAFe) and demonstrates a refined and broader understanding of how agile and SAFe delivers value to an organisation.
- Has strong experience and understanding of how budgeting works in a scaled agile-environment, grasps the concept of taking work to the team vs project-based funding models.
- Has strong experience and understanding of which meaningful metrics work, how to interpret them, and how to course correct them.
- Enables product engineering teams to deliver high quality products on time by not only teaching agile but embodying a full agile mindset.
- Ability to work and communicate with multiple stakeholders at all levels.
- Is able to translate technical language/terminology and make this relatable to wider audiences.
- Excellent listening and critical thinking skills and is effective in supporting teams in problem identification and decision-making.
- Acts with integrity, holds themselves to keep their word and creates an environment of mutual influence, leading the team by example.

- Champions diversity and inclusion, celebrate differences and ensures that the team appreciates the value of individual contribution.
- Challenges courageously in a respectful and tactful way, ensuring stakeholders follow agile practices, standards and guardrails.
- Is a role model for UCAS values and champions these in others.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

**Our values in action:**

**Customer-focused** – We understand what our customers want, and we act on their changing needs.

**Collaborative** – We collectively create an engaging and positive work environment.

**Accountable** – We take ownership of our individual and organisational performance.

**Service excellence** – We realise, grow, and maximise our potential.

**Trusted** – Individuals are trusted to make informed decisions and take appropriate risks.