

JOB SUMMARY

Covalent Solutions (Covalent) is seeking a mission driven, **Release Manager**, who is truly excited about building great products and participant experiences to support the *All of Us* Research Program (AOU) at the National Institutes of Health (NIH). AOU was established to accelerate health research and medical breakthroughs to enable an era of precision medicine for all. The program seeks to achieve this mission through building relationships with one million or more participant partners, delivering the largest, richest biomedical dataset ever, and catalyzing a robust ecosystem of researchers eager to use the dataset to advance human health. By combining health-related information from a large pool of diverse participants, AOU will reach the scale and scope necessary to enable research on a wide range of diseases and health topics.

This is a newly created role. As part of Product Operations, the **Release Manager** will maintain and support an organizational-wide planning framework that unifies *All of Us* Research Program teams with common planning elements, artifacts, and practices to move in alignment on our most impactful work. This role will work to create harmony in planning by designing and executing a thin, but powerful, circuitry of coordination, communication, and information that flows both horizontally between teams, and vertically between teams and all layers of leadership, in coordination with the quarterly and annual planning cycles. We are looking for a candidate who thrives on cross-team collaboration in a mission-driven organization and is excited to take an active role in planning to help drive the *All of Us* Research Program to success.

This opportunity is full-time with Covalent and is based in Rockville, Maryland.

DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Responsible for building and updating a cohesive set of roadmap areas, working hand-in-hand with Product Managers, five-year strategic goal owners, and annual objective owners to facilitate transparency and visibility of planning artifacts and roadmaps.
- Drive improved quality, consistency, transparency, and predictability in quarterly planning.
- Become a trusted advisor and thought leader in planning best practices.
- Engage in the strategic planning process using Atlassian and other best-practice tools to provide cross-organization traceability to program goals, initiatives, and available resources.
- Collaborate with internal customers to understand requirements for the quarterly planning and release processes in support of the release calendar.
- Work together with the Jira Administrator, as well as Product and Project Managers, to document how we use technology tools for roadmap planning at *All of Us* and publish guides (training material) & best practices.
- Facilitate use of issue trackers, wikis, source control systems, etc. to share knowledge across various teams.

QUALIFICATIONS

Education

- Bachelor's degree in Computer Science, Project Management or Business Administration, or equivalent work experience.

Work Experience

- Have 3-5 years of experience in at least one of the following:
 - As a Product Owner
 - Working in Enterprise Portfolio Planning
 - Delivery Manager / Release Train Engineer
- Have coordinated across multiple scrum teams in a large, complex enterprise environment.
- Prior experience using Jira/Confluence and other Atlassian suite products.
- Hands-on experience using a structured idea-to-launch process or system, such as Stage-Gate® or Agile software development methodologies.
- Applied management and collaboration skills to orchestrate and maximize the value of planning and strategizing across teams.
- Able to facilitate discussion of issues and different approaches and alternatives, and effectively resolve issues in a timely manner.
- Confidence in managing meetings or presentations with 20-40+ people at a time.
- Strong presence with leadership – and strong rapport with teams.

COMPETENCIES

Professionalism:

- Ability to apply judgment to manage conflicting priorities and resources, driving work and results that are the highest value for the organization.
- Sharp eye for detail. Keep meticulous notes and be able to manage multiple projects in different phases of work at the same time. Context-switching does not bother you.
- Ability to identify issues, analyze and participate in the resolution of issues/problems.
- Motivated by professional rather than personal concerns.
- Show persistence when faced with difficult problems or challenges.
- Ability to stay calm under stress and uncertainty, influencing the same in your teammates.
- Naturally curious about things you don't understand and actively look for opportunities to grow and learn from those around you.

Communication:

- Communicate fluently in English, written and spoken.
- Actively participate in meetings and be willing to advocate for what you believe in. Provide thoughtful, constructive review of others' work, knowing that everyone is working towards the same objective.
- Superior written and verbal communication skills. You can always articulate the "why" behind your recommended backlog priorities.
- Listen to others, correctly interpret messages from others and respond appropriately.
- Ask questions to clarify, and exhibit interest in having two-way communication.
- Tailor language, tone, style, and format to match the audience.
- Demonstrate openness in sharing information and keeping people informed.
- Speak intelligently about a wide variety of topics but know when to say, "I don't know."

Teamwork:

- Ability to form trust-based relationships quickly and lead cross-functional teams through influence (without formal authority).

- Work collaboratively with colleagues to achieve organizational goals.
- Place team agenda before personal agenda.
- Support and act in accordance with the final group decision, even when such decisions may not entirely reflect your own position.
- Share credit for team accomplishments and accept joint responsibility for team shortcomings.

Accountability:

- Take ownership of all responsibilities and honor commitments.
- Deliver outputs for which you have responsibility within prescribed time, cost, and quality standards.
- Operate in compliance with organizational regulations and rules.
- Take personal responsibility for your own shortcomings, where applicable.

Email resumes to jobs@covalentsolutions.com