

**THE ART FUND
JOB DESCRIPTION**

Job Title	Release Manager
Department	Finance and Resources
Reports to	Head of Technical Programmes and Support
Purpose of Role	
<p>To act as a gatekeeper to the live environment, ensuring changes to Art Fund’s live systems and services are undertaken with minimum disruption and that the security and integrity of live services are maintained throughout the release process.</p> <p>To manage the continuous improvement of Art Fund’s technical stack.</p>	
Key Accountabilities	
<p>To deliver smooth, predictable and timely releases to the live environment.</p> <p>Working with external suppliers and Art Fund product and business owners, to deliver continuous improvement across Art Fund’s technical platforms.</p> <p>Specifically:</p> <p><u>Upstream</u> Managing Art Fund’s technical translation team (core product owners) and external suppliers to ensure</p> <ol style="list-style-type: none"> 1. technically agnostic business requirements/use cases are translated into their technical system specific components, and each component is sufficiently detailed and precise 2. the priorities and cross system co-ordination of these components are continually reviewed so releases are kept aligned with potentially shifting business priorities <p>Working with Art Fund’s technical team and external suppliers, ensure changes arising from technical debt, infrastructure and security considerations are incorporated into the appropriate release.</p> <p><u>Downstream</u> Ensuring rigorous QA takes place in a timely manner before any change goes live by</p> <ol style="list-style-type: none"> 1. Working with external suppliers and business owners to develop Art Fund’s testing capabilities and processes. 2. Proactively managing all aspects of testing – unit testing, UAT and regression testing 3. Being the first port of call for all testing issues <p>To manage the release process into live, covering go/no go checkpoints, rollback planning, communications and post release testing in the live environment.</p> <p>Working with the Infrastructure and Support Manager, ensure testing environments are fit for purpose and maintained and new functionality in releases transitions smoothly into live support.</p>	
Other Activities, Duties and Responsibilities	
<p>Develop strong working relationships with external suppliers and across Art Fund to support all aspects of release management and balance the risk averse approach required from the role with Art Fund’s innovative culture.</p> <p>Actively participate in the wider life of the Art Fund</p>	

Undertake other duties as requested by the Art Fund from time to time

Reporting Lines (Can signify on an Organisation Chart and attach on separate sheet if necessary).
Include who the role reports to, and any responsibility for supervising other staff.

Reports to:

Head of Technical Programmes and Support

Works closely with:

Infrastructure and Support Manager, Art Fund Product Owners

Externally:

CRM suppliers, web developers and other third-party providers.

PERSON DESCRIPTION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • At least 2 years experience of managing releases across multiple interdependent technical systems • Demonstrable experience of managing and improving testing processes • Demonstrable experience of writing test scripts • Experience of formulating use cases and associated testing criteria • Experience of issue tracking tools 	<ul style="list-style-type: none"> • Experience of testing automation tools for functional, regression and performance testing
Knowledge	<ul style="list-style-type: none"> • Agile/Scrum • MS Dynamics 365 • Azure • AWS • Office365 tools 	<ul style="list-style-type: none"> • Educated to degree level or equivalent • TFS • JIRA
Skills/Abilities/Competencies	<ul style="list-style-type: none"> • Solution orientated with excellent creative thinking and problem-solving skills • Strong Agile project management skills • Ability to work in a collaborative style using collaborative work tools and techniques • Good communication skills; written and oral and ability to work with technical and non-technical colleagues 	
Personal Attributes	<ul style="list-style-type: none"> • Good under pressure • A desire to work across teams with colleagues to find solutions 	