

## POSITION DESCRIPTION

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**Position:** Product Owner  
**Reporting to:** Head of Product  
**Department:** Commercial & Products  
**Location:** Sydney

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Standards Australia (SA) is an independent not-for-profit organisation, recognised by the Australian Government as the peak non-government Standards body in Australia. SA develops internationally aligned Australian Standards that deliver Net Benefit to Australia and is the Australian member of ISO and IEC.

### PURPOSE

The Product Owner will manage product development and deliver roadmap initiatives that will bring products all the way from concept to launch and into lifecycle management. This role will play an integral part in the organisation to manage and maintain overall user experience using applied design thinking, agile and lean practices. The Product Owner will maintain assigned products, manage ongoing product planning, requirements, development of new features, functionality and integrations. The role is ultimately tasked with the delivery of unique value-based products based on customer insights and will own both customer and internal products. The Owner will test, prototype and iterate product solutions, as well as utilise relevant insights from market and customer research for continuous improvement. The Product Owner will also take responsibility of the creation of a product vision and strategy, product governance and senior stakeholder communication.

### KEY RESPONSIBILITIES

#### Product Ownership

- You will own the delivery of the strategic product direction based on clear commercial rationale and robust insights.
- You can collaborate with user experience specialists, visual designers and editors.
- You understand the technical elements and can communicate it to those that don't.
- You can work with product research to conduct data gathering, competitive reviews, customer analysis, market-sizing as required.
- Work with external parties on experiments, prototypes and other means to enrich Standards Australia content.

#### Agile Delivery

- Take ownership of requirements definition by embracing the Product Owner role as defined in agile methodology.
- You're familiar with agile delivery and can provide vision and direction to the development team and other various stakeholders throughout the project.
- Ensure that the team always has an adequate amount of prior prepared user stories to work on.
- Plan and prioritise product features for development of the product.

#### Adaptive skills

- You're eager to learn, and optimistic about the future.
- You're enthusiastic about the vision of your products, and you're not afraid of the effort to get there.
- Your passion is infectious as you influence and lead those around you.

## MINIMUM QUALIFICATIONS/PROFESSIONAL EXPERIENCE

- Minimum of two years of experience managing digital products.
- Experience working with project managers, business analysts and developers.
- Experience working in agile delivery as a Product Owner.
- Technically fluent skills in digital: social, web, mobile, apps etc.
- A demonstrated track record of working with engineering and UI/UX teams to deliver software.
- Proven experience in scoping and planning projects
- Demonstrated stakeholder and relationship management.
- Display an understanding of the Software Development Life Cycle.
- Strong presentation skills and experience creating user stories in Jira.

## KEY COMPETENCIES

### Analytical and Technical

- Ability to challenge and be challenged on a numerical basis to ensure decisions are well founded.

### Communication

- Articulate information both verbally and written; using effective negotiation skills and sound political judgment to work effectively with business partners to meet mutual goals and objectives.

### Results Focused

- Demonstrate commitment towards the completion of set objectives or outcome.

### Fosters Relationships

- Identify, build and maintain formal and informal networks and relationships that contribute to the achievement of business objectives.

### Planning and Organisation

- Schedule, monitor and manage work to maximise the use of time and effort.

Salary Banding		
Foundational (F)	Intermediate (I)	Advanced (A)

Capability Framework				
Levels		F	I	A
<b>iCARE Values</b>				
1.1	Integrity	Effective	Intermediate	Experienced
1.2	Courage	Effective	Intermediate	Experienced
1.3	Accountable	Effective	Intermediate	Experienced
1.4	Respect	Effective	Intermediate	Experienced
1.5	Excellence	Effective	Intermediate	Experienced
<b>The World of Standards</b>				
2.1	SA's role in the national and international context	Foundation	Foundation	Foundation
2.2	Standards Development	Foundation	Foundation	Foundation
2.3	Writing and Editing Standards	Foundation	Foundation	Foundation
2.4	Standards Publishing	Foundation	Foundation	Foundation
2.5	Stakeholder Engagement/Management	Foundation	Foundation	Foundation
2.6	Market Development	Foundation	Foundation	Foundation
2.7	Committee Support	Foundation	Foundation	Foundation
2.8	Distribution of Standards	Foundation	Foundation	Foundation
<b>Communication</b>				
3.1	Written Communication	Effective	Intermediate	Experienced
3.2	Public Speaking, presenting, and representing SA	Effective	Intermediate	Experienced
3.3	Diplomacy and cultural competence	Effective	Intermediate	Experienced
3.4	Customer Focus	Effective	Intermediate	Experienced
3.5	Facilitation	Effective	Intermediate	Experienced
3.6	Influencing and persuading, negotiating and managing conflict	Effective	Intermediate	Experienced
<b>Business Enablers</b>				
4.1	Project Management	Effective	Intermediate	Intermediate
4.2	Time and task management, productivity and resource management	Effective	Intermediate	Experienced
4.3	Financial acumen	Effective	Intermediate	Intermediate
4.4	Risk and quality management	Effective	Intermediate	Experienced
4.5	Problem solving and decision making	Intermediate	Experienced	Experienced
4.6	Digital literacy	Experienced	Experienced	Advanced
<b>Leadership and Management</b>				
5.1	Leadership and Staff Management	Effective	Effective	Effective
5.2	Performance management and development	Effective	Effective	Effective
5.3	Developing self and others	Effective	Intermediate	Intermediate
5.4	Change Management	Effective	Intermediate	Intermediate