
JOB DESCRIPTION

Job Title: Product Governance & Project Coordinator

Grade: C

Department: Product

Main purpose of job:

The Product Governance & Project Co-ordinator will manage and oversee CAF's product governance framework which includes the monthly Product Governance Committee meetings, coordinating with Product Managers on the completion of product risk assessments and annual reviews, and the tracking and reporting of open initiatives and actions. They will also support the Product Managers in project managing any larger product change initiatives that involve multiple departments and stakeholders.

This role will work closely with CAF's PMO function to create a single-view of change and a consistent approach to change management and governance.

Responsible to: Senior Product Manager, Regulation Strategy

Budgetary responsibilities: None

Responsible for (staff/jobs): None

Key Job Responsibilities:

- Prepare and distribute the agenda, minutes, and materials for the monthly Product Governance Committee meetings, ensuring that all deadlines are met and that relevant stakeholders are informed and engaged.
- Track and monitor the progress of open initiatives and actions, following up with Product Managers and other owners on the status, deliverables, and deadlines, providing up-to-date status reports.
- Where needed, provide project management support on the open initiatives to ensure they are making sufficient progress
- Coordinate with Product Managers on the preparation and submission of product proposals, business cases, product risk assessments, and annual reviews, ensuring that they meet the quality standards and requirements of the product governance framework.
- Review and organise the validation of the product risk assessments and annual reviews, providing feedback and recommendations to Product Managers.
- Create, maintain and update a product governance dashboard, reporting on the key performance indicators, risks, issues, and opportunities of the product portfolio.

- Support the continuous improvement of the product governance framework, processes, and tools, identifying and implementing best practices and enhancements.
- Provide training and guidance to Product Managers and other stakeholders on the product governance framework, policies, and procedures.

Requirements:

- Substantial years of experience in product governance, product management, project management or risk management, ideally in the financial services industry.
- Strong knowledge of product governance frameworks, policies, and procedures.
- Project management experience or skills developed through training
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication, presentation, and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office applications, including Excel, PowerPoint, and Word.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: September 2024



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Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment