DETAIL OPPORTUNITY

APPLICATION DEADLINE: August 5, 2024

POSITION TITLE: Lead Product Manager

ORGANIZATION: Chief Data Office | Office of Digital Transformation

LENGTH OF DETAIL: 4 months (with potential option for extension)

WHO MAY APPLY: Current Federal or Trust Smithsonian employees at Grade 13 or 14

START OF DETAIL: September 2, 2024 (negotiable)

WORK DESCRIPTION:
This position is located within the Office of Digital Transformation (ODT), Smithsonian Institution (SI). The Smithsonian Institution is embarking on an Institution-wide digital transformation led by ODT to become a digitally empowered Institution that builds purposeful connections between the knowledge we share and the people we serve, inviting every household, classroom, and community around the globe on a lasting journey to explore, learn, and find meaning together.

The Product Manager is responsible for leading product teams to deliver user-centered products that support Smithsonian's digital transformation and the advancement of Smithsonian's business and organizational goals using data and analytics. The Product Manager:

1. Ensures products address meaningful operational challenges and facilitates the transition from product development to adoption within the appropriate SI units.

2. Drives the execution of all processes in the product lifecycle, including product and market research, planning, requirement and roadmap development, and product development, launch, and sustainment.

3. Establishes a product vision and ensures all team members and stakeholders have a shared understanding of product objectives, goals, and metrics.

4. Analyzes demand and fit for internal and external audiences, executes competitive analysis, and guides build vs. buy or reuse approaches.

5. Creates a product strategy, roadmap, and develops a communications strategy supporting product goals. Translates product strategy into detailed requirements for prototyping and final development.
6. Identifies and proactively monitors and addresses product risks. Facilitates an integrated product team to ensure the right product is delivered to the right audience. Works with the team to set and meet product quality standards.

7. Serves as a liaison between the stakeholders and product teams, delivering feedback to the team, enabling them to make necessary changes to product performance or presentation.

8. Collaborates with teammates and stakeholders to develop technical and communications strategies to sustain the product in the short and long term.

9. Partners with the product team to develop documentation, training, and other aids to facilitate product adoption.

10. Provides visibility into product progress, communicates blockers and challenges to stakeholders and leadership. Facilitates use of agile methodology by development teams. Uses evidence (user research, analytics, and other metrics) to make product decisions. Practices human-centered design, usability testing, feature prioritization, DevOps, test-driven development, and other relevant concepts.

11. Creates, manages, and communicates data-driven measures to understand product performance and return on investment.

QUALIFICATIONS REQUIRED:

1. Knowledge of a variety of product management best practices for the assessment and improvement of product effectiveness or the improvement of management processes and systems.

2. Skill in leveraging agile methodologies.

3. Demonstrated experience explaining technical issues and concepts clearly to both technical and non-technical audiences.

4. Skill in developing and leveraging data-driven product quality and user metrics.

INQUIRIES ABOUT JOB QUALIFICATIONS: Jenny Sue Ross, Chief Data Officer, Office of Digital Transformation

HOW TO APPLY: Send your resume to rossjs@si.edu citing “ODT Detail – Product Manager” in the subject line.

This is a Temporary Equal Employment Work Opportunity
During the period of detail, employee will continue to occupy their official position of record with same grade, step, benefits and status and will be compensated at their current rate of pay. The detail is not an opportunity for promotion.