

Job Code: 0IS2SPM**Role Definition**

Driving back-office solutions, better meeting the needs of clients and employees by defining the vision and bringing the vision to fruition. You will be responsible for leading end-to-end product management efforts through strategy/ideation, research/design, roadmap/planning, pricing, product launch, and go-to-market.

Responsibilities

- Write user stories defining specific requirements and specify the acceptance criteria for each user story.
- Serve as the product owner for the Scrum team(s), directly participating in Sprint planning activities and providing regular feedback to the development team.
- Work closely with colleagues and clients to understand needs and communicate potential solutions.
- Ensure operating and support structures are in place for the product (including documentation, training, and staffing).
- Regularly review and communicate statuses, adoption and effectiveness of initiative and product efforts.

Job Requirements**Education Requirements**

Bachelors

Experience Requirements

Minimum 3 - 8 years' experience in product management or a related role

Enterprise Infrastructure Data**Business Function**

IT and Operations

Business Unit

- Axos Advisor Services
- Axos Advisor Services and Axos Clearing - Ops and Tech
- Axos Clearing
- Centers of Excellence, and Consumer IT
- Consumer IT Product Management

Job Family Memberships

- 154 AXC Product Development
- 158 AAS Product Development
- 857 IT- Product Management

Possible Cost Centers

5022 - Product Development

Job Function

Securities

Position Level

Non-Officer

Management Position:

No

FLSA Status

Exempt

EEOC Job Classification

Administrative Support Workers

NAICS Worker's Comp Code

- 8810
- 953
- 4904
- 561110

Job Role Type

Operational

Compliance Code

- AXC
- Axos Robo Advisor

IT Hardware Assignment

Laptop Computer

Criteria Assessment Type

Specialty Knowledge Management

BGCheck Package:

Below VP Level

Job Function / Family

Product Management : Holds all of the product management job profiles for the enterprise.

Role Classification

Job Focus

Business

Focus on business activities

Job Focus

Technical

Focus on technical activities that require specialized knowledge

Job Band

First Line Management; Senior Professional

Team or technical supervision; Expertise and experience with complex technical activities; Project management and consulting

Legend

Low priority

Normal priority

High priority

Not assessable

Foundational

Business, Individual, Management and Leadership competencies for general functions in the organization.

Individual	1	2	3	4	
Accuracy and Attention to Detail		<input type="checkbox"/>			Working Knowledge High Priority
Active Learning		<input type="checkbox"/>			Working Knowledge High Priority
Communicating Complex Concepts	<input type="checkbox"/>				Basic Understanding High Priority
Flexibility and Adaptability		<input type="checkbox"/>			Working Knowledge High Priority
Interpersonal Relationships		<input type="checkbox"/>			Working Knowledge High Priority
Listening		<input type="checkbox"/>			Working Knowledge High Priority
Written Communications		<input type="checkbox"/>			Working Knowledge High Priority
Leadership	1	2	3	4	
Team Building	<input type="checkbox"/>				Basic Understanding High Priority

Competency Descriptors

Individual

Accuracy and Attention to Detail: Understanding the necessity and value of accuracy; ability to complete tasks with high levels of precision.

★ **Required level: Working Knowledge (2)**

Required level priority: High

- Accurately gauges the impact and cost of errors, omissions, and oversights.
- Utilizes specific approaches and tools for checking and cross-checking outputs.
- Processes limited amounts of detailed information with good accuracy.
- Learns from mistakes and applies lessons learned.
- Develops and uses checklists to ensure that information goes out error-free.

Active Learning: Understanding the necessity for continuous personal growth and learning; ability to gauge one's strengths, limitations and interests accurately, and use this knowledge for purposes of performance effectiveness self-development.

★ **Required level: Working Knowledge (2)**

Required level priority: High

- Explains lessons learned from mistakes and failures as well as successes.
- Maintains network of contacts within own unit.
- Identifies and explains own strengths and development needs.
- Makes use of journals, associations, and conferences in own professional specialty.
- Learns new concepts, processes and tools related to own immediate responsibilities.

Communicating Complex Concepts: Knowledge of effective presentation tools and techniques to ensure clear understanding; ability to use summarization and simplification techniques to explain complex technical concepts in simple, clear language appropriate to the audience.

★ **Required level: Basic Understanding (1)**

Required level priority: High

- Separates essential facts from peripheral or supporting facts in a body of information.
- Explains the value of analogies or comparisons in presenting new information and ideas.
- Differentiates concepts from technical detail.
- Contrasts industry jargon with standard language.

Flexibility and Adaptability: Knowledge of successful approaches and techniques for dealing with change; ability to adapt to a changing environment and be comfortable with change.

★ **Required level: Working Knowledge (2)**

Required level priority: High

- Adjusts to new or changing assignments, processes, and people.
- Demonstrates willingness to listen to other opinions.
- Provides examples of shifting from task to task.
- Identifies and considers alternative approaches to situations or problems.
- Accepts new or radical ideas with an open mind; avoids snap reactions.

Interpersonal Relationships: Knowledge of the techniques and the ability to work with a variety of individuals and groups in a constructive and collaborative manner.

★ **Required level: Working Knowledge (2)**

Required level priority: High

- Adapts interaction style to situations and people.
- Collaborates with departmental associates and management.
- Demonstrates an understanding of alternative points of view.
- Explains impact of interactions with individuals and groups.
- Identifies roles and responsibilities for self and others.

Listening: Knowledge of effective listening issues and techniques; ability to gather, clarify, and apply information transmitted verbally, while exhibiting a genuine interest toward the speaker.

★ **Required level: Working Knowledge (2)**

Required level priority: High

- Acknowledges that a message has been received.
- Concentrates on the message and gives the speaker full attention.
- Demonstrates sensitivity to speakers by positive language, verbal and non-verbal.
- Asks questions to validate the understanding of the subject matter.
- Avoids distracting activities such as telephone calls or interrupting speakers.

Written Communications: Knowledge of written communications issues; ability to produce a variety of business documents that demonstrate command of language, clarity of thought, orderliness of presentation while communicating ideas, information and requirements effectively.

★ **Required level: Working Knowledge (2)**

Required level priority: High

- Uses organization's guidelines for writing reports, correspondence, documentation, etc.
- Participates in the development of system or process documentation/reports.
- Welcomes and uses feedback/editing assistance.
- Produces written materials relevant to own work and department.
- Edits out technical jargon when inappropriate.

Leadership

Team Building: Knowledge of resources available to upgrade team competence and ability to create a team with the membership and culture that mobilizes the cooperation and talent to optimize performance.

★ Required level: Basic Understanding (1)

Required level priority: High

- Applies the concept of leaders and followers to take the lead and be led at the appropriate times.
- Demonstrates the ability to operate effectively in a group.
- Identifies the capabilities of team members.
- Seeks help to remove barriers to effective team performance.

Axos Core Competencies

Contains the Axos Enterprise core competencies that are mandated by CEO to be present on all established job profiles. Includes 4 team member competencies plus 1 additional for managers.

Team Member Competencies [Required for all Job Profiles]	1	2	3	4	
Drives Results		<input type="checkbox"/>			Level 2 High Priority
Honesty and Integrity		<input type="checkbox"/>			Level 2 High Priority
Initiative	<input type="checkbox"/>				Level 1 High Priority
Problem Solving		<input type="checkbox"/>			Level 2 High Priority

Competency Descriptors

Team Member Competencies [Required for all Job Profiles]

Drives Results: Understanding of the criticality of getting things done in spite of current circumstances and the ability to utilize assigned resources and leverage back-channel resources (individuals or teams) to achieve or exceed planned outcomes.

★ Required level: Level 2 (2)

Required level priority: High

- Adjusts to new or changing assignments, processes, people, and priorities as business need dictates.
- Finds or creates ways to measure performance against goals.
- Identifies and exploits own strengths; solicits support from others to minimize limitations.
- Seeks out advice, help, and information when needed to accomplish responsibilities.
- Strives for excellence in performance by surpassing established standards.

Honesty and Integrity: Knowledge of the importance of being a role model for honesty and integrity; ability to demonstrate sound business ethics and consistent adherence to and promotion of these in all business and personal transactions.

★ **Required level: Level 2 (2)**

Required level priority: High

- Explains corporate ethics, values, and codes of conduct to others.
- Demonstrates the courage to speak truth to power.
- Exhibits a personal standard of excellence marked by honesty and integrity.
- Maintains constancy in business relationships while considering multiple perspectives.
- Analyzes feedback from internal and external audiences about the organization's reputation.

Initiative: Being proactive and committing to action on self-identified job responsibilities and challenges; ability to seek out work and the drive to accomplish goals.

★ **Required level: Level 1 (1)**

Required level priority: High

- Describes opportunities for taking initiative in the organization.
- Cites examples of taking initiative in own personal or professional life.
- Identifies types of environments that motivate or de-motivate initiative.
- Explains how initiative is critical to success.

Problem Solving: Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving organizational, operational or process problems; ability to apply knowledge of problem solving appropriately to diverse situations.

★ **Required level: Level 2 (2)**

Required level priority: High

- Identifies and documents specific problems and resolution alternatives.
- Examines a specific problem and understands the perspective of each involved stakeholder.
- Develops alternative techniques for assessing accuracy and relevance of information.
- Helps to analyze risks and benefits of alternative approaches and obtain decision on resolution.
- Uses fact-finding techniques and diagnostic tools to identify problems.