

## **JOB DESCRIPTION**

**JOB TITLE: HEAD OF PRODUCT DEVELOPMENT**  
Reporting to: Director of Assessment and Compliance  
Responsible for: Product Development Managers

### **JOB PURPOSE**

To be responsible for the day-to-day operations of the product development department.

To ensure compliance with the requirements of all regulators and all regulatory bodies for Skills and Education Group Awards and BIIAB Qualifications Limited in respect of regulated qualifications.

To provide a strategic approach to the management and implementation of product development.

To manage the product development team across the Group (Skills and Education Group Awards and BIIAB Qualifications Limited).

### **MAIN DUTIES AND RESPONSIBILITIES**

- 1 To be the responsible operational lead for implementing and managing the product development processes.
- 2 To liaise with the Director of Assessment and Compliance on all regulatory requirements and ensure compliance with all external quality assurance regulators.
- 3 To line manage the Product Development teams and support the managers with the line management of their Officers/Executives.
- 4 To develop excellent working relationships with training providers, employers and stakeholders.
- 5 Under the guidance of the Group Responsible Officer, lead compliance and quality processes and procedures including annual self-assessment against all regulatory requirements across all EQA organisations.
- 6 To oversee progress with action plans, as required, for the purposes of regulated qualification regulatory compliance.
- 7 To monitor and evaluate quality assurance information, reporting on outputs, outcomes and any areas for continuous improvement to the Director of Assessment and Compliance.
- 8 To support the Product Development Managers in advising colleagues with risk mitigation actions required when dealing with exceptional circumstances
- 9 To support the Group Responsible Officer with responses and updates to regulatory bodies.

- 10 To support the Executive Leadership Team and Senior Leadership Team by representing the Company at external agencies and regulatory body meetings and seminars, as requested.
- 11 To develop new policies, procedures and KPI's to support changes to the business model as required.
- 12 To support in-house training on policies and procedures as required.
- 13 To ensure policies, processes and procedures are reviewed and amended in light of recommendations including those from internal audits and self-assessment.
- 14 To oversee and undertake internal audits as directed by the Director of Assessment and Compliance or the Group Responsible Officer.
- 15 To be responsible for setting qualification pricing and providing return on investment analysis to the Director of Assessment and Compliance.
- 16 To carry out duties and responsibilities in line with the appropriate policies.

The above duties are not exclusive or exhaustive and the postholder may be required to carry out such other appropriate duties as may be determined by the Director of Assessment and Compliance.

The postholder will be expected to adopt a flexible approach to ensure the efficient and effective operation of the Company.

#### **OTHER DUTIES**

- 1 To ensure awareness of, and compliance with, all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by the Skills and Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary for the efficient executive of the role, with new legislation, procedures, and methods.
- 4 To participate in the Group's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
- 5 To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image on Skills and Education Group business.

## **TERMS AND CONDITIONS**

This post is subject to the terms and conditions determined by the Skills and Education Group.

August 2023