# JOB DESCRIPTION

**Job title:** Product Development Manager

**Reporting to:** Head of Product Development

## JOB PURPOSE

The Product Development Manager will oversee the creation, implementation and enhancement of qualifications, ensuring that they align with quality and industry standards, meet regulatory requirements and are suitable for learners to progress in their progression and employment opportunities.

The Product Development Manager will project manage a dedicated portfolio of products across a variety of industry sectors. Working with key stakeholders and subject specialists the Product Manager will manage the product lifecycle to ensure we have a fit for purpose product and commercial offer.

## MAIN DUTIES AND RESPONSIBILITIES

1. To lead the design and development of new and existing qualifications and assessments through setting the project plan and identifying development timelines, key stakeholders and assessment requirements.
2. To develop and deliver an annual plan linked to the product strategy that includes the review, re-development, development and research required for own portfolio.
3. To prepare, develop and present business cases for review, re-development and development requests for products in line with strategic plans.
4. To recruit, manage and liaise with industry experts, subject experts, and essential stakeholders to maintain currency of content and associated resources whilst gaining external validation for our products.
5. To manage and use quality feedback mechanisms from key stakeholders and external bodies to influence and continually improve products and services, evidencing the validity of the product lifecycle.
6. To be responsible for and manage the preparation, revision and re-submission of evidence, including specifications, in order to meet company, regulatory and stakeholder requirements.
7. To represent Skills and Education Group at internal and external meetings, to strengthen our existing credibility, and reputation through building positive and effective relationships.
8. To be responsible for proposing assessment strategies for products and developing methodologies that maximise the use of appropriate e-enabled systems.
9. To provide high standards of accuracy and attention to detail, with a commitment to continuous improvement and excellence in quality standards.
10. To be responsible for the line management of a Product Development Officer including HR reporting, and day-to-day scheduling of work.
11. To manage working groups, and linked administrative tasks, with specialists and other relevant parties responsible for assisting the development and re-development of products.
12. To be responsible for identifying and developing appropriate learning and assessment support materials, particularly e-enabled products and systems where appropriate.
13. To ensure webpage content for products in own portfolio is maintained, that the information follows company styles, regulatory and company requirements and is fit for purpose, accurate, up-to-date and free from bias.
14. To manage the relevant processes and procedures to ensure consistency of assessment practice year on year, in and across centres and customers, including standardisation.
15. To ensure that internal and external procedures are followed and that internal and external systems are kept up to date, appropriate and accurate.
16. To maintain an understanding of the education, policy and funding landscape to ensure that the portfolio of existing and future products is meeting customer needs and achieving growth, reach and company values.
17. To research and provide appropriate information and guidance when required to support developments, meetings and stakeholder interactions.
18. To work collaboratively at a rapid pace whilst meeting targeted deadlines whilst maintaining high standards of work
19. To provide a focus on meeting the diverse needs of learners, customers, and stakeholders while ensuring compliance with government and regulatory requirements

The above duties are not exclusive or exhaustive and the post holder may be required to carry out other appropriate duties as may be determined by the Head of Product Development.

The post holder will be expected to adopt a flexible approach to ensure the efficient and effective operation of the Group.

## 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 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 execution of the role, with new legislation, procedures, and methods.
4. To participate in the Group’s appraisal process and to undertake appropriate training and 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 Group’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 official company business.

## TERMS AND CONDITIONS

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