

Name:	
Title: Product Development Manager	Directorate: Commercial
Reporting to: Head of Product Development	Grade: XX
<p>Job Purpose:</p> <p>Reporting to the Head of Product Development, this role is required to manage the development, review and maintenance of Ascentis qualifications. This role will also ensure that such qualifications remain fit for purpose and compliant with all regulatory requirements.</p> <p>Job Responsibility:</p> <p><u>Core Duties</u></p> <p>In this role you will be required to:</p> <ol style="list-style-type: none"> 1. Identify and recruit people with specialist knowledge and skills to contribute to the development of qualifications and related products and co-ordinate their activity; 2. Plan and coordinate product development projects and manage external stakeholders and associates who are being utilised in product development activity to ensure they complete their element of the work or project on time and in the most cost effective way following Ascentis procedures; 3. Conduct product review, implementing changes when appropriate and identify products to be withdrawn; 4. Ensure that all assessments on all qualifications are carried out to a high standard in accordance with appropriate internal policies and external regulators and can withstand scrutiny by internal audit and key stakeholders; 5. Proactively take forward new business opportunities, including partnerships and collaborations, recruitment of new centres and the development of qualifications and other products through personal contact, visits, market research and any other means; 6. Keep abreast of policies and initiatives relevant to product development; 7. Contribute to the marketing strategy in relevant areas in liaison with the Ascentis marketing team and support marketing activities including attending relevant events and centre visits to provide technical advice and guidance on products; 8. Be a member of appropriate project teams and attend meetings as required to fulfil the role; 9. Produce and present reports at committees, management committees or other forums and meetings as required; 10. Deal with customer enquiries relating to Ascentis qualifications; 11. Travel within the UK and overseas on Ascentis business and work unsocial hours or stay over in hotel accommodation as the job requires; <p><u>Success Measures</u></p> <ol style="list-style-type: none"> 1. Sellable and popular products developed 2. Products developed in time to meet customer demand in the most cost effective way <p><u>General Responsibilities of all Staff</u></p> <p>As a member of staff at Ascentis you will be expected to:</p> <ol style="list-style-type: none"> 1. Understand and be committed to the Ascentis Vision; 2. Work hard and flexibly to achieve your targets and those of the Company and be positive at all times; 3. Actively support a problem-solving culture within your team by seeking to remove any barriers that stand in the way of achieving our targets; 4. Work flexibly to meet the needs of our customers; 5. Implement strategies to achieve continuous improvement in your own performance. <p><u>Corporate Responsibilities</u></p> <p>The following responsibilities apply to all roles:</p>	

1. Contribute as required to regulatory compliance and engage with other processes including business continuity, risk management and the internal audit process;
2. Contribute to the improvement of customer service;
3. Undertake any other responsibilities or tasks that are within the employee's skills and abilities whenever reasonable instructed commensurate to this role.

Status of this Job Description

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Accountability and Key Contacts:

Accountability

Head of Product Development, Commercial Director, Chief Executive Officer

Key Contacts

- Staff at all levels in Ascentis
- Recognised centres and potential customers
- External verifiers and associates
- Contractors
- Regulatory authorities, sector skills councils, funding agencies and other relevant departments

Key Attributes (E-Essential, D-Desirable, P-Potential):

1. Degree (preferably in English, although other subjects will be considered) or equivalent professional qualification, or significant professional experience and excellent track record (E)
2. Excellent project management skills (E)
3. Demonstrable commitment to a high standard of customer service (E)
4. Excellent verbal and written communication skills (E)
5. Proven ability to work effectively independently and as a member of a team (E)
6. Ability to organise and prioritise (E)
7. Ability to achieve agreed targets and to work to deadlines (E)
8. Attention to detail (E)
9. Positive attitude to change, development and quality (E)
10. Competent in the application and operation of ICT (E)
11. To act as a role model, abiding by Ascentis principles and values (E)
12. High degree of flexibility in approach to work (E)
13. Experience of successful curriculum development (E)
14. Evidence of current Continuing Professional Development (D)
15. Teaching expertise (D)
16. Understanding of the post 14 qualifications framework (D)
17. Understanding of awarding organisation procedures and processes and the requirements of qualification regulatory authorities (Ofqual and QAA) (D)
18. Relevant post-graduate professional qualifications(D)

Agreed:

Post Holder.....Date.....