

Job Description

Name:	
Job Title: Product Development Manager	Department: Product Development
Reporting to: Senior Product Development Manager	
Job Purpose:	
<p>Reporting to the Senior Product Development Manager, 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>	
Responsibilities and key tasks:	
<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. Escalate major risks to the Senior Product Development Managers. 3. Conduct product review, implementing changes where appropriate and identify products for withdrawal in consultation with the Senior Product Development Managers. 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. Identify and 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. Share findings with the Senior Product Development Managers for evaluation and strategic alignment. 6. Keep abreast of regulator updates, policies and initiatives relevant to product development. 7. Support marketing activities by providing technical advice and guidance on qualifications, ensuring the accuracy of promotional materials and qualification information, including attending relevant events and centre visits where necessary. 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. Respond to customer and centre enquiries related to Ascentis qualifications, escalating complex queries to the Senior Product Development Managers where required. 11. Travel within the UK and overseas on Ascentis business and work unsocial hours or stay over in hotel accommodation as the job requires. 	
Success Measures of the role:	
<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 3. Understand and be committed to the Ascentis Vision 4. Work hard and flexibly to achieve your targets and those of the Company and be positive at all times 5. Actively support a problem-solving culture within your team by seeking to remove any barriers that stand in the way of achieving our targets 6. Work flexibly to meet the needs of our customers 7. Implement strategies to achieve continuous improvement in your own performance. 8. Contribute as required to regulatory compliance and engage with other processes including business continuity, risk management and the internal audit process 9. Contribute to the improvement of customer service 10. Undertake any other responsibilities or tasks that are within the employee's skills and abilities whenever reasonable instructed commensurate to this role 	

Job Description

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.

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

Accountability

The Senior Product Development Manager, Head of Product Innovation and Development, Group Commercial Director, Group Chief Executive Officer are accountable for the following job role

- Product Development Manager

Key Attributes Required: Essential (E) or Desirable (D)

1. Degree or equivalent professional qualification, or significant professional experience and excellent track record (E)
2. Teaching expertise and/or experience in the awarding sector (E)
3. Excellent project management skills (E)
4. Demonstrable commitment to a high standard of customer service (E)
5. Excellent verbal and written communication skills (E)
6. Proven ability to work effectively independently and as a member of a team (E)
7. Ability to organise and prioritise (E)
8. Ability to achieve agreed targets and to work to deadlines (E)
9. Attention to detail (E)
10. Positive attitude to change, development and quality (E)
11. Competent in the application and operation of ICT (E)
12. To act as a role model, abiding by Ascentis principles and values (E)
13. High degree of flexibility in approach to work (E)
14. Experience of successful curriculum development (E)
15. Evidence of current Continuing Professional Development (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: _____

Date: _____