

PERSON SPECIFICATION

PRODUCT DEVELOPMENT MANAGER (HOSPITALITY)

	Essential/ Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> Educated to degree level or equivalent experience Professional qualification relevant to the post 	<p>E</p> <p>E</p>
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Previous experience working in the Hospitality sector as a manager or team leader Experience of different assessment methods, types and practices employed in the 14-19 year and 19+ year education sectors Experience of working with regulatory requirements for qualification and product development Experience of developing and re-developing qualifications, products and resources for the education market Knowledge of on-screen and on-line testing, e-portfolio systems and processes including electronic evidence capture Experience of managing focus groups and specialists Experience of setting up on-screen testing and question banks for on-line testing and e-portfolio systems Effective data input skills including validation, content migration and proofing 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p>Skills</p> <ul style="list-style-type: none"> High standards of accuracy and attention to detail Excellent written and verbal communication skills presenting information logically and concisely in ways that promote understanding Excellent IT skills, confident with using a variety of systems and Microsoft Office Ability to prioritise, plan and organise day to day activities ensuring efficient and effective performance Effective problem-solving techniques Ability to work effectively within and between teams to achieve common objectives 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Personal Attributes</p> <ul style="list-style-type: none"> Leads by example and shows personal enthusiasm by explaining why things need doing Treats people fairly and respectfully Acts with professional integrity at all times Has the ability to use initiative but also work as part of a team Knows when and is willing to seek and take advice Excellent customer service skills Committed to high standards of quality and seeks to continually improve systems and processes An ability to work under pressure to tight deadlines An ability to develop and maintain strong, effective and professional working relationships Willingness to travel Flexibility in working hours when necessary Is committed to continuous self-development Flexible and receptive to change Creates opportunities to be innovative and think about things differently 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>