

## **JOB DESCRIPTION**

**Job title:** Product Development Manager  
**Reporting to:** Head of Product Development

### **JOB PURPOSE**

To effectively manage and maintain automotive related products within a secure and confidential environment.

Working with partners, stakeholders, and specialists, manage the lifecycle of review and development projects, assessment strategies, e-enabled systems and regulatory requirements.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To develop and deliver an annual plan linked to the product strategy that includes the review, re-development, development, and research required for automotive portfolio.
2. To identify and submit recommendations and business cases for review, re-development, and development requests for automotive products in line with company requirements.
3. To effectively source, commission and manage subject specialists whilst negotiating effectively to achieve ambitions.
4. To be responsible for and manage the preparation, revision, and re-submission of evidence, including specifications, to meet company, regulatory and stakeholder requirements.
5. To foster effective working relationships and attend relevant meetings with appropriate bodies including Membership, Professional and Trade Bodies, employers, and centres.
6. To be responsible for proposing assessment strategies for automotive products and developing methodologies that maximise the use of appropriate e-enabled systems.
7. To utilise skills and experience during development of automotive products, attendance at meetings, interactions with customer and stakeholders
8. To maintain and gain external support, recognition and endorsement for qualifications, assessments and/or resources as required by product type.
9. To manage working groups, and linked administrative tasks, with specialists and other relevant parties responsible for assisting the development and re-development of automotive products.
10. To be responsible for identifying and developing appropriate learning and assessment support materials, particularly e-enabled products and systems where appropriate.

11. 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.
12. To maintain and develop own knowledge and understanding, attending appropriate meetings, and training and disseminating information across the team and other relevant personnel.
13. To manage the relevant processes and procedures to ensure consistency of assessment practice year on year, in and across centres and customers, including standardisation.
14. To ensure that internal and external procedures are followed, and that internal and external systems are kept up to date, appropriate and accurate.
15. To maintain an understanding of the education marketplace to ensure that the portfolio of existing and future products is meeting customer needs and achieving growth, reach and company values.

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.