

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>SENIOR PRODUCT DEVELOPMENT OFFICER</b>
<b>Reporting to:</b>	Head of Product Development
<b>Location:</b>	Nottingham NG8 3NH- Hybrid Working
<b>Salary:</b>	<b>£30,749 - £34,808 (based on skills and experience)</b>

### **JOB PURPOSE**

The Senior Product Development Officer will work under the guidance of the Product Development Manager for the development, review, and maintenance of valid qualifications and assessments within the SEG Awards and BIIAB portfolio.

The Senior Product Development Officer will ensure that all developed materials will be of high standards to meet the requirements of the company and key stakeholders, while also complying with the necessary criteria for funding and regulatory recognition.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Prepare, develop, review, and maintain high-quality documentation, including qualification specifications, assessment criteria, and associated materials that comply with industry and regulatory requirements.
2. Create and maintain accurate and up-to-date product information, system records, and supporting materials.
3. Develop accurate supporting materials, which can include learner support materials, centre materials, and quality assurance materials.
4. Coordinate and manage product builds and maintenance on internal systems, and with third parties to support the product pipeline.
5. Support the maintenance of the product portfolio to evaluate the performance of our existing portfolio in line with strategic objectives, regulatory requirements, and funding requirements.
6. Provide project support for the Product Development team and wider teams associated with product development.
7. Collaborate with internal stakeholders and cross-functional teams to respond to inquiries, prepare communications and webpage content on qualification developments, reviews, and the planned launch of specifications, assessments, and associated materials.

8. Collect and analyse data on monthly registrations and certification statistics to collate and present reports for the Product Development management team and other internal stakeholders as required.
9. Provide timely administrative support and customer service for both internal and external stakeholders.
10. Collaborate with internal and external stakeholders to engage in a range of audit activities across the organisation.
11. Collaborate with a range of stakeholders and industry experts to establish requirements for the development, maintenance and review of qualifications, assessments and the associated materials.

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

### **OTHER DUTIES**

1. To contribute to the operational activity of the organisation where this relates to the overall benefit of Skills and Education Group. Such activity and its scope will be jointly agreed in advance.
2. 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.
3. 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.
4. To keep up to date, so far as is necessary for the efficient executive of the role, with new legislation, procedures and methods.
5. To participate in the Group's appraisal process and to undertake appropriate training/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 Company's strategic objectives.
6. To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
7. To present an appropriate professional image on official Company business.

### **TERMS AND CONDITIONS**

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