**Product Development Manager**

SIAS have an exciting opportunity for a Product Development Manager to develop qualifications, product assessment materials and related resources that meet regulatory, organisational and stakeholder requirements, as well as contribute to the scheduled product lifecycle reviews and management of the existing qualifications and assessment portfolio.

To support other teams with advice and guidance relating to product development and other processes which are managed by the product team.

**Remuneration Package**

• Salary between £37,000 - £40,000 dependent on experience

• Full time permanent role

• Pension – employer contribution 6%

• Life Assurance

• 28 days holiday plus 8 bank holidays (FTE)

• Birthday off work

• Opportunity to buy-back 5 extra days annual leave (FTE)

• Optional Private Health Care package

• Hybrid working – 2 days in the Warrington office

• Employee Assistance Programme

• Bonus Scheme

• Aspire Values Award Scheme

• Annual Values Awards

• Long Service Awards

• Annual Company Events

• Gym Discount

• Access to Training & Development Opportunities

**Key Accountabilities**

* Develop and maintain SIAS qualifications, assessment and accreditation products in line with regulatory, organisational and quality requirements.
* Manage qualification and assessment development projects and work with internal/external stakeholders, agreeing milestones and deliverables are achieved to timelines.
* Ensure product developments run to plan for product launch, informing internal stakeholders of timelines.
* Complete compliant development processes in line with internal policies and procedures.
* Maintain and develop the qualifications and assessment development process, working to improve and streamline the process whilst ensuring regulatory compliance.
* Support and conduct qualifications and assessment reviews in line with process and undertaking withdrawal process for products to be retired when required.
* Manage associates/developers who are involved in qualifications and assessment development activity to ensure projects are delivered on time.
* Identify specialist knowledge where required to support the development and review of qualifications, assessments and accreditation products and communicate clearly with internal teams such as Quality and Operations.
* Proactively research and take forward new development opportunities which can include partnerships and collaborations with new and existing stakeholders.
* Maintain accurate and complete records of qualifications and assessment development.
* Produce and review specifications and other documents associated with qualifications, assessments and accreditation products accurately and in line with regulatory and organisational requirements.
* Liaise with other departments and relevant stakeholders to ensure all available development information is accessible for new upcoming developments.
* Represent SIAS at sector and Awarding Organisation forums when required.
* Contribute to the Marketing, Customer Relationship, and Business Development strategy and teams by providing technical advice and guidance on qualifications, assessment and accreditation products.
* Keep up to date with regulator updates, policies and initiatives relating to qualifications and assessment development.
* Develop and maintain an understanding of the wider Awarding Organisation/End-Point Assessment Organisation and qualifications landscape.
* Respond to internal and external queries on qualifications, assessment and accreditation products and support other teams when required.
* Maintain in-depth knowledge of SIAS products and services.
* Manage data: inputting and monitoring.
* Contribute to the maintenance of team Standard Operating Procedures.
* Support with Employer and Provider qualifications, assessment and accreditation product queries.
* Support the wider Product team with decision making and queries relating to qualifications, assessment and accreditation processes.

**Knowledge Skills and Qualifications**

* Degree Educated.
* Previous experience of working in the same role or similar at an Awarding Organisation.
* Have excellent verbal and written communication skills.
* Have excellent project management skills.
* Have excellent attention to detail.
* Ability to prioritise.
* Be highly organised and efficient.
* Be confident owning a process and managing your own time to meet deadlines.
* Be prepared to work in a regulated environment with constant regard to requirements placed upon us by external regulators and SIAS processes and procedures.

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| Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.  Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.  To apply please click on the link: https://www.cogentskills.com/about/work-for-us/  Please complete the Application Form and send together with a letter of application and your CV to human.resources@cogentskills.com by 25th May 2025 outlining your suitability for this post and how you would ensure success.  If you have additional needs that you would like us to consider during the application and interview process please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.  If you haven’t heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion. Websites: www.cogentskills.com |