



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Product Developer	<b>DATE:</b>	September 2020
<b>REPORTS TO:</b>	Product Development Manager	<b>VERSION NUMBER:</b>	V2
<b>DIRECTORATE:</b>	Learning and Assessment	<b>JOB CODE:</b>	LA39/LA40/LA44/LA48/LA7

Purpose	The Product Developer is responsible for the development of new products (including courses and qualifications) and the review and maintenance of existing products. The role also requires input to the achievement and maintenance of accreditation with the regulatory authorities and professional bodies, where appropriate-
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Level 10 (SCQF) qualification.</li> <li>• Knowledge of the environment NEBOSH operates in.</li> <li>• Knowledge of NEBOSH products and services.</li> <li>• Experience in product development and assessment.</li> <li>• Excellent written and verbal communications.</li> </ul>
Responsibilities	<p><b><i>Ensuring products are fit for purpose and achieve excellence in design by;</i></b></p> <ul style="list-style-type: none"> <li>• Contributing to the design, creation, development, launch and maintenance of specific products and systems in accordance with project plans.</li> <li>• Manage allocated projects.</li> <li>• Attend relevant Product Development Panels (and similar) with stakeholders.</li> <li>• Liaise with contractors/consultants/writers as necessary for product development according to project plans.</li> <li>• Producing technical content for syllabus guides.</li> <li>• Contributing to assessment design and development.</li> <li>• Producing course materials/content (as necessary).</li> <li>• Assisting in the delivery of product launch/assessment training modules for Learning Partners (e.g. product awareness webinars delivered by other members of the department).</li> <li>• Credit/levelling/accreditation with regulatory authorities and professional bodies (as appropriate).</li> <li>• Work with Learning Partners and Relationship Management to ensure content of guide portfolio evolves to best serve the needs of customers</li> </ul> <p><b><i>Ensuring products remain fit for purpose and achieve excellence in design by;</i></b></p> <ul style="list-style-type: none"> <li>• Contributing to product lifecycle analysis and review.</li> <li>• Completing textual/formatting revisions and syllabus changes.</li> <li>• Updating legislation and other standards which refer directly to one or more NEBOSH qualification syllabuses.</li> <li>• General administration.</li> <li>• Liaise with contractors/consultants/writers as necessary for product maintenance according to project plans.</li> <li>• Assist other departments with authoring of documents and publications where appropriate.</li> </ul>

	<p><b><i>Developing and maintaining effective relationships with internal and external stakeholders by;</i></b></p> <ul style="list-style-type: none"> <li>• Maintaining relationships with regulators and meeting regulatory requirements.</li> <li>• Communicating with and sharing information with other NEBOSH Departments.</li> <li>• Developing and maintaining relationships with key external bodies and organisations.</li> </ul> <p><b><i>Working in accordance with NEBOSH systems and standards by;</i></b></p> <ul style="list-style-type: none"> <li>• Working in accordance with quality, environmental and health and safety management systems.</li> <li>• Promoting a culture of learning and continuous improvement and supporting change.</li> <li>• Promoting a culture of health and wellbeing and developing a positive working environment through good practice, communication, and support.</li> </ul>
Context	<p>The role reports to the Product Development Manager and is responsible for the generation of new and reviewed products following agreed policies and practices. The role supports the Learning and Assessment Directorate in the production of products.</p> <p>The role supports other Departments to make better decisions by providing them with advice, information and/or reports.</p> <p>To be successful, the role holder will have an ethos of continuous improvement and resourcefulness and will contribute to the development of excellent products for all learners.</p>
Dimensions	<p><u>Financial:</u> None</p> <p><u>Employees:</u> None</p> <p><u>Sphere of activity:</u> The role holder will largely work within the Product Development Department, Principal Examiners, Learning Partners and the Product Development Panels.</p> <p><u>Other:</u> Develop and manage relationships internally with NEBOSH colleagues and externally to ensure new or revised processes and procedures are developed and implemented in line with NEBOSH quality procedures and within the required timescales.</p>
Decision Making and Authority	<p>The role holder has the authority to make decisions in line with NEBOSH policies and procedures.</p>
Complexity and creativity	<p>The role holder will contribute to the development of products to maintain the credibility of NEBOSH and to help ensure all learners have the best learning experience.</p> <p>NEBOSH is an organisation that encourages continuous improvement, the role holder will be involved in new initiatives. A positive attitude to change is essential and the ability to be creative is key.</p>
Competencies	<p>See competency document.</p>
Other	<ul style="list-style-type: none"> <li>• The role can be office-based or home-based.</li> </ul>