

Job Description

Job Title:	Senior Product Developer (Speech/Oracy specialist)
Department:	Educational Delivery
Reports to:	Product Development Manager
Liases with:	Educational Delivery team Customer Experience Office of the CEO IT Communications Team Consultants and contractors

Main function of work

- Under the leadership and direction of the **Product Development Manager**; develop, manage and review ESB International's educational products and services to achieve market share and revenue targets in the identified segments
- Provide specialist guidance for the Speech portfolio of assessments and resources (Graded Examinations in Speech, Debating, Group Speaking, SEND Oracy suite)
- Co-ordinate the production of qualifications and assessments in line with regulatory and contractual obligations
- Research and report on the educational landscape in relation to ESB International's products and services, providing advice and guidance that support the strategic goals of ESB International

Main areas of responsibility

1. New Product development:

- To work with the Office of the CEO to use our business intelligence and needs analyses to develop and market products to enhance competitive advantage
- Coordinate the process of product development including liaising with Senior Assessors to plan the management and execution of activities, ensuring delivery of projects on time and within budget
- Review products to enhance competitive advantage in a segmented market and to build product features that reflect customer needs
- Research and draft briefings for appropriate development funding for new qualifications
- Play a leading role in the Product Development team in the development of new qualifications
- Evaluate learner achievement of new qualifications
- Draft briefing papers for Product Development Manager/Senior Manager Educational Delivery to brief the Senior Leadership Team

2. New Product implementation

- Create and finalise all support materials with Product Development team for testing and approval
- Work with IT and Customer Experience to embed digital and database changes for new products
- Co-ordinate the integration of new qualifications after the development stage into the existing provision

- Liaise with and support Communications team and Customer Experience team in delivery of documentation and support materials for new qualifications

3. Compliance and regulation

- Play a leading role in the analysis, review, maintenance and validity of existing qualifications, ensuring they remain fit for purpose and compliant with regulatory requirements
- Prepare papers for **Product Development Manager/Senior Manager Educational Delivery's** consideration regarding the validity and reliability of current qualification and identify qualifications which need removing
- Assist in identifying appropriate ESB International qualifications for withdrawal & carry out withdrawal of these qualifications in line with ESB International policies and regulatory requirements
- Prepare and submit qualifications for accreditation to the regulators as required
- Develop and maintain the qualifications on all regulatory systems
- Carry out regulatory activities relating to Ofqual, CCEA & Qualifications Wales
- Assist in reviewing or writing policies in support of the regulation
- Create, review and update Specifications and documentation to ensure compliance

4. Assessment management:

- Under the direction of the **Product Development Manager**, play a role in the development of external assessments and the process of production
- With the Product Development team, contribute to production; including the planning, management and review of both digital and paper-based processes
- Working with the Product Development team, coordinate scrutiny, and pre-test and post-test data analysis of assessment materials
- Manage, prepare and present the analysis of learners' performance, grade boundaries and question performance for all Assessment Board Meetings, in accordance with the timetable for the relevant contracts

5. Training and support materials:

- Contribute to the development of induction/training/standardisation & online training materials to support clients & contractors (markers and assessors) to effectively utilise ESB International products
- Work closely with the Senior Assessors to ensure ESB International external contractors are appropriately inducted and standardised in relation to marking and assessing our products
- Work closely with the Senior Assessors to ensure ESB International external contractors are trained on new products and changes to existing products

6. Research

- Support the **Product Development Manager/Senior Manager Educational Delivery** in writing research proposals
- Manage research projects as required by ESB International, with a focus on the educational landscape, for example, curriculum across different Key Stages, funding, skills agenda and policy updates
- Produce and publish research to support our market segments and strategy as required by **Product Development Manager/Senior Manager Educational Delivery**

Person Specification

QUALITIES	ESSENTIAL CRITERIA
Qualifications and Experience	<ul style="list-style-type: none"> • Relevant degree/professional qualification at level 5 or above • Secondary English/Drama teacher or Primary English specialist/lead and experience of teaching in the state sector (min 3 years teaching experience) • Experience of developing classroom based assessments for use in summative and formative activities • Experience as a marker or item writer for an awarding organisation/exam board
Skills and Capabilities	<ul style="list-style-type: none"> • Highly competent with a range of digital software, including MS Office, school data gathering platforms and digital testing platforms • Excellent interpersonal skills and able to work closely and establish positive working relationships with team members and other key stakeholders • Ability to work effectively and calmly under pressure and manage multiple priorities • A facilitative approach to problem-solving and a 'can do' mind set • Attention to detail and accurate proof-reading and editing • Excellent organisational skills • Ability to both work using own initiative, and to work effectively as part of a team • A commitment to continuous improvement • High levels of personal and professional integrity • A proactive, flexible and versatile approach • Drive, enthusiasm and resilience • Excellent communication skills, both written and oral • Committed to equality and diversity

Terms and Conditions

Employment Status: Permanent, full time, subject to 6 months' probationary period

Salary: Grade 5 £29,750 - £35,900 (depending on experience)

Method of payment: Monthly, in arrears

Appointment subject to:

- Satisfactory references
- Confirmation of current/most recent salary details
- Verification of qualifications

Place of work: ESB Office, 9 Hattersley Court, Burscough Road, Ormskirk, Lancashire, L39 2AY (flexible working available within ESB policy).

Working hours: 9.00 a.m. to 5.00 p.m. (Monday to Friday) with one hour for lunch

Holiday entitlement: 23 working days plus 8 public holidays

Pension: Employer contributions of between 6%-12% of total earnings using a 'Matching Design'. If an employee chooses to contribute more than 3% of gross pay, English Speaking Board (International) Ltd. will match their contribution by 1½ times up to a maximum amount of 12%.