

ROLE PROFILE

Job Title: Product Developer	Department: Product Development
Responsible for: None	Location: Stoneleigh Head Office
Line Manager Job Title: Product Development Manager	Date:

Purpose

Your primary responsibility will be to proactively collaborate with internal and external stakeholders to design, develop, and evaluate our educational products, ensuring they align with Lantra standards and meet the requirements of key governing bodies such as IfATE, Ofqual, and DfE. This role is instrumental in supporting the Level 2 and 3 qualification reform guidelines and ensuring our products are in compliance.

Responsibilities

Responsibility	Outcomes and measures
Research and planning to inform product development	<ul style="list-style-type: none"> Actively engage with internal and external key stakeholders through various channels such as Lantra Awards Advisory Committees (LAACs), Technical Peer Reviews, Working Groups, Industry Groups, and surveys to gather valuable insights and feedback. Conduct a comprehensive analysis of inquiries, issues, risks, trends, recommendations, and gaps related to existing qualifications available in the market. When applicable, assess the strengths and weaknesses of competitors. Support the preparation and submit detailed project plans to the Product Management Group (PMG) for approval, ensuring alignment with stakeholder input and market analysis, before advancing to the development phase.
Develop 'fit-for-purpose' products in compliance with Lantra, IfATE, Ofqual, and DfE Requirements	<ul style="list-style-type: none"> Source and contract subject matter experts for development work, defining clear expectations and establishing precise timescales for their contributions. Strategically schedule and manage working groups to maintain alignment with the qualification development timeline. Proactively keep internal and external stakeholders well-informed about the progress of the development process through Product Development Updates, ad-hoc communications, and planned briefings. Submit qualification information to external regulators with precision and adherence to agreed timelines, including the maintenance of regulator portals and submission to IfATE, among others.

	<ul style="list-style-type: none"> • Accurately input product information into Internal Lantra systems, including Document Vault, Quartz, XAMS, SAGE, Skills+, and more. • Develop product assessments that are valid, reliable, appropriate in terms of cognitive demand, fair, and practical for both educators and learners. • Ensure supporting qualification documents are error-free, adhere to the Lantra house style, and utilise the correct templates in their production.
E-Learning Course storyboard and style development	<ul style="list-style-type: none"> • Create a comprehensive e-learning course storyboard, including style options and any required graphics. • Secure signed agreements, where necessary, from relevant parties regarding the chosen style and content before progressing to the development phase. This ensures alignment and approval from all key stakeholders.
Ensure timely product launch in accordance with Project Plan	<ul style="list-style-type: none"> • Subject fully developed products to rigorous internal reviews to guarantee quality and compliance. • Submit fully developed products to the Product Management Group (PMG) for approval to proceed with the launch. • Oversee the completion or progression of marketing activities to promote the product. • Establish and organize the assessment team, ensuring standardisation has occurred or is scheduled. • Ensure the product's "go-live" date aligns with the agreed-upon timeline in the project plan. • Accomplish folder and file maintenance tasks to ensure that all necessary documentation is organised and complete for a successful product launch.
Timely response and support for Internal and External key stakeholders	<ul style="list-style-type: none"> • Timely response to inquiries received via email, telephone, or other communication channels. • Efficiently raise, resolve, and close tickets as needed to address stakeholder concerns and requests. • Accurately log feedback and potential process improvements related to qualifications and processes, and where relevant, implement these improvements to enhance the overall stakeholder experience.

Role Dimensions

Budget responsibility:	There is no direct budget responsibility.
	Other responsibilities:
	Ensure that Purchase Orders are diligently initiated as required for qualification developments within your direct or indirect purview.

	Additionally, ensure that invoices are efficiently and punctually processed to maintain financial responsibility in line with our high standards of product development.
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Person Specification

Experience

<p>Essential</p> <ul style="list-style-type: none"> • Experience of working in an secondary/further education setting • Experience of managing external sub-contractors • Experience of co-ordinating multi-stakeholder projects • Experience in qualification design and development • Experience of operating to quality systems and processes. 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience working for UK Awarding Organisation or Regulator • Experience of running industry working group meetings.
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Knowledge and Skills

<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of the UK qualification frameworks (RQF, SCQF, etc.) • Knowledge of UK qualification regulations (Ofqual, QiW, SQA, etc.) • Knowledge of UK training and education structures • Understanding of qualification design, structure and assessment • Excellent interpersonal skills • Excellent project management skills • Excellent attention to detail • Excellent proof reading skills • Good knowledge of Microsoft 365 (Office) applications – Word, Excel, PowerPoint, Outlook etc. • Strong networking skills. 	<p>Desirable</p> <ul style="list-style-type: none"> • Ability to accurately assess product demand and viability • Knowledge and/or understanding of the industries/sectors Lantra works with • Ability to use regulatory databases • Awareness of education and national frameworks • Ability to use Adobe software – Adobe DC etc. • Knowledge of e-learning development
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Qualifications

<p>Essential</p> <ul style="list-style-type: none"> • Good secondary level of education (English GCSE grade C or equivalent as a minimum) 	<p>Desirable</p> <ul style="list-style-type: none"> • Further education qualification in English Language • A101: Introducing the Principles of Assessment (or similar).
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Behaviours

<p>Working Together</p>	<ul style="list-style-type: none"> • Building effective relationships with others within Lantra which deliver required outcomes • Willingness to learn from and share information with others • Takes ownership and accepts responsibility for own actions.
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Communication	<ul style="list-style-type: none"> • Ability to distil, extract and understand information from customers in an effective way • Present information in a style to suit the audience.
Decision taking / Problem solving	<ul style="list-style-type: none"> • Confident to work pro-actively and on own initiative • Makes sound judgements based on information available • Ability to analyse and evaluate data • Able to respond positively and proactively to external challenges to projects.
Customer Service	<ul style="list-style-type: none"> • Willingness to listen and act on customer feedback • Understanding customers' needs.
Innovation and change	<ul style="list-style-type: none"> • Able to identify continuous improvements to products and services and take action.
Commercial Focus	<ul style="list-style-type: none"> • Ability to assess commercially viable opportunities • Anticipate emerging trends and actively seek opportunities • Able to recognise and realise opportunities for promoting Lantra and its work.