

POSITION PROFILE

Position:	Product Development Manager	Department:	Products & Services
Postholder:		Section:	Products & Services
Reports to (position):	Director of Products and Services	Location:	Aberdeen
Date of Issue:	08/07/2024	Prepared By / Approved By:	LM/EH

COMPANY OVERVIEW:

Operating for over 50 years, OPITO is an industry-owned organisation, headquartered in Aberdeen, Scotland. We drive consistency and safety compliance across global standards and qualifications, creating workforce development solutions. OPITO is a global leader in energy workforce safety, leading the skills focused dialogue with international governments as our industry prepares to meet Net Zero targets.

To ensure a safe workforce of the future, OPITO delivers clear global standards and qualifications that utilise innovative workforce development solutions.

Each year, more than 500,000 people are trained to OPITO standards through one of over 240 OPITO approved centres operating across 50 countries globally.

With operational hubs in four key regions – UK and Europe, Middle East and Africa, Asia Pacific and the Americas – OPITO drives safety and competency improvements to benefit the energy industry.

We pride ourselves on our Values. We have integrity. We collaborate. We are adaptive.

PRIMARY FUNCTION:

Manage the successful development and review of OPITO products in line with the department's agreed business deliverables

DIMENSIONS

Core Competencies / Technical Requirements

- Strong supervisory, organisational and time-management skills
- Good interpersonal and team working skills
- Self-starter and ability to work on own initiative
- Effective communication skills (both verbal and written)
- Flexible and adaptable
- Awareness of Industry Standards, appropriate legislation and relevant qualifications
- Ability to develop technical documents
- Knowledge and experience of Internal auditing and Internal Quality Assurance processes
- Ability to plan projects and organise the work of self in achieving outcomes
- Experience of working with auditing processes and procedures
- Experience of working in a learning and assessment environment preferred
- Experience of utilising innovative technologies in the delivery and assessment of learning preferred
- Ability to interact with internal and external stakeholders at varying levels and provide exemplary customer service

Interfaces / Contacts

Internal

- Department team members
- Marketing and Communications Team
- Product Marketing Team
- Leadership Team
- Regional Approvals Managers
- Strategic Partnership Team

External

- Industry Forum Stakeholder Representatives
- Industry Work Group Representatives
- Awarding and Accreditation Bodies
- Scottish Credit and Qualifications Framework (SCQF)

PRINCIPAL ACCOUNTABILITIES

Main functions may include some or all of the following:

- Developing and reviewing OPITO products in line with annual business deliverables
- Ensuring OPITO products remain innovative by integrating new and emerging technologies and learning and assessment methodologies in their design
- Providing functional input to Industry Forum and Centre Forum meetings in line with annual business deliverables
- Liaising with internal and external stakeholders on new and proposed changes to OPITO Products

Operational (Including Technical)

Some or all of the following may be required:

- Provide technical input into PSG meetings, in particular in relation to the development of new OPITO products
- Developing OPITO Standards for internal and external approval
- Developing OPITO training and occupational qualifications for internal and external approval in conjunction with subject matter experts
- Ensure compliance with external Credit rating Body requirements

Transactional (Relevant to Support Roles)

- N/A

Health & Safety / Quality Assurance

Main functions may include some or all of the following:

- Complying with relevant Company Health and Safety policies and procedures
- Managing and maintaining controlled documents relating to Industry Standards
- Ensuring all Standards related processes and procedures are complied with at all times
- Contributing to the annual review of Standards ISO related processes and procedures

People Management

Main functions may include some or all of the following:

- Supervision and line management of Product Development Coordinator role.

Qualification, experience, and attributes (Objectively required to undertake the role)

Some or all of the following may be required:

- Degree or equivalent level of education.
- Strong background in innovative product development in a learning and assessment environment
- Strong background in digital delivery and/or background in training, learning and assessment
- Recognised Internal Auditor qualification or Lead Internal Auditor qualification desirable
- Recognised Introduction to Project Management/Project Controls qualification desirable
- Management qualification and/or experience desirable
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Compliance:

OPITO have a number of policies and guidance documents available to all staff (such as Bribery & Corruption and Conflict of Interest) which provides guidance and confidence to all of our team in their day to day roles as well as

helping them to comply with the relevant laws and best practice at all times. All employees are reasonably expected to familiarise themselves with, and understand/comply with, at all times, these requirements.

General:

Main functions may include some or all of the following:

- Regular and frequent travel within the region and possibly other regions as required
- Undertakes special projects as appropriate and fulfils other duties as may reasonably be required by the company, in line with the incumbent's skills, knowledge, abilities and personal development opportunities
- Maintaining the company values and culture