

Role profile

Description of role and context

Job title	Product Manager Part time (12 month maternity cover)		
Department/team	Global Products	Hours of work	22.5
Line manager	Senior Director, Global Products	Line reports	n/a

Role purpose

Responsible for all aspects of the product lifecycle (conception, definition, development, release and post-release activities) for assigned solution portfolio which includes multiple psychometric assessments, associated digital and print products, training courses and complementary services.

Combine current customer, market and competitor insights with both industry and internal expertise to ensure a solution set with a remarkable customer experience as the ultimate goal.

Work closely with cross-functional teams, subsidiaries and global partners to help understand trends and translate these into tangible actionable roadmaps and requirements that drive cross-functional resources towards the on-time delivery of market leading solutions. Be the expert in the portfolio, advocating for benefits and capabilities of each offering to 'wow' customers and end users.

How this role fits into the business

This role sits within the Global Products team. This team contributes to the overall success of the business by managing the product portfolio to achieve strategic business goals.

This role works closely with colleagues based on the west coast of the US and therefore the ability to work flexibly to accommodate some evening meetings is essential.

Key responsibilities

- Lead the business planning for new offerings within the portfolio, including development of supporting business cases with ROI analyses
- Collaborate with global subsidiaries and distributors to address global needs and solicit market feedback
- Collect, analyse and summarise data in support of portfolio development and lifecycle management
- Retire products as necessary to optimise portfolio performance
- Produce product/market requirements

- Develop and maintain product roadmaps
- Work cross-functionally (with or without Project Management) to ensure on-time and to-budget delivery
- In collaboration with key stakeholders, determine pricing for core offerings (products, programmes and services) based on competition and customer feedback
- Work with Business Analyst and sales leadership to create forecasts for new products, programmes and services
- Drive and manage corrective activities for variances to anticipated product performance, such as modification of messaging and marketing activity; sales approach; supporting services; product design; pricing; or combinations of techniques
- Collaborate with product management peers and marketing to identify opportunities to cross-sell and upsell to complementary offerings

This job profile is current as at the date shown below. In consultation with the post-holder it is liable to variation by management to reflect or anticipate changes in or to the job.

Person specification

Knowledge

Essential:

- Thorough understanding of principles of product management and product marketing

Desirable:

- Interest in training and development or personal development products/services

Experience

Essential:

- Strong commercial awareness and data-driven decision making
- Ability to develop business and product plans that accelerate sales growth and solidify market presence
- Track record of developing innovative products (and services), features and functions – and delivering those products with an uncompromising eye towards the customer/user experience

Desirable:

- Demonstrated leadership ability
- Experience with Agile and/or Waterfall processes

<ul style="list-style-type: none"> - Proven ability to multi-task in previous work environments and be able to set priorities, stay focused and establish clear milestones - 2-3 years of product management experience or experience in similar role 	
Technical skills and abilities (or technical competencies)	
<p>Essential:</p> <ul style="list-style-type: none"> - Problem-solving skills - Decision-making skills - Excellent written, verbal, time management and quantitative/analytical skills - A “self-starter” who is comfortable working with minimal supervision and minimal direction 	<p>Desirable:</p> <ul style="list-style-type: none"> - Process improvement
Qualifications / training	
<p>Essential:</p> <ul style="list-style-type: none"> - Educated to degree level and/or equivalent experience in a commercial environment 	<p>Desirable:</p> <ul style="list-style-type: none"> - MBA - Formal product management training

Person specification continued

Behavioural competencies

This section highlights the behaviours from the TheMyers-BriggsCo competency framework that are **top priority** for this role. This does not mean that the others are not relevant, rather that those in bold are the behaviours that are **most critical to success**. Performance against these essential behaviours will be assessed in selection and considered within the performance appraisal process when evaluating the way an individual has approached their objectives.

Competency	Level	Competency	Level
Client focus	3	Commercial focus	3
Innovation and initiative	2	Integrity	2
Interpersonal effectiveness	3	Planning and organisation	2

Resilience and flexibility	2	Self development	
Problem solving and judgement	3		

Summary of main terms and conditions of employment

The terms and conditions of employment applying to the position are as follows:

Salary

Commensurate with experience

Benefits

- 25 days paid holiday, plus up to five days unpaid leave per annum
- Free individual private healthcare and dental cover
- Group personal pension scheme where The Myers-Briggs Co matches individual contributions between 4% and 5% (eligible to join after three months)
- Life assurance, paying four times salary
- Parking available on site
- Employee Assistance Programme
- Long Term Disability Insurance

Notice period

The contractual notice period for staff in the above post is one month on either side.

Probationary period

3 months

Hours of work

22½ hours per week. Some adjustment to hours may be possible to accommodate those requiring flexibility.

Date role profile updated: January 2020