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**Development Manager**

We are currently seeking to recruit an enthusiastic individual to represent our company. Reporting to the Qualifications and Innovation Manager, the successful candidate will work within our busy Qualifications Development team to enhance our qualification offer and associated specifications and resources in line with regulatory requirements under the General Conditions of Recognition.

As a Development Manager you will manage the development and enhancement of qualifications and assessments to ensure we produce specifications and resources on time, to budget and that meet the quality indicators set by ourselves and our regulators. You will work with internal teams and external partners, suppliers, customers, and regulatory bodies, as required, to support OCN NI in meeting its objectives.

**Major Responsibilities**

* Produce and implement processes in accordance with the Business Development Operational Plan and OCN NI Strategic Plan for the development/ redevelopment of individual qualifications and assessments
* Manage the development and co-ordination of qualifications and assessments within the Business Development Operational Plan, ensuring internal processes are followed and the products are developed to agreed quality criteria and to agreed timelines and budgets
* Develop, maintain, and manage relationships with key internal teams and external associates to ensure successful delivery of the development plan from business case through to live delivery
* Ensure the appropriate management and escalation of risks and issues
* Develop, manage and support relationships with external contacts who are engaged in the development process, such as employers, providers, sectoral partnership, FE HUBs, associates etc
* Develop, manage, support and advise external subject matter experts to ensure the successful development of qualifications and assessments
* Support the continuous improvement of all processes and practices that sit within the development team
* All qualifications and assessments developed are fit for purpose and meet regulatory and contractual requirements, as well as additional internal quality requirements
* Undertake additional duties and activities to support the wider business and strategy as required

**Essential Qualifications & Experience**

* A minimum of three years’ experience of qualification, vocational curriculum and or assessment design and delivery
* Hold a PGCE/PGCFE teaching qualification or equivalent teaching qualification
* Experience in a business, training or education related field
* A broad understanding of current developments and methodologies in education and training
* Critical thinking and able to problem solve
* Excellent communication, presentation and negotiation skills
* Excellent project management, organisational and analytical skills
* Flexibility and adaptability
* Proficient IT skills
* Proven customer relationship management
* Self-motivated and organised individual
* Track record of achieving KPI’s and targets
* Outgoing with an ability to build rapport with people of all backgrounds and sectors and manage multiple projects
* Ability to prioritise, effective time management and organisational skills
* Ability to create and deliver presentations tailored to the audience needs
* Report writing and financial analysis skills

**Desirable**

* Influencing skills and able to challenge constructively
* Delivering, taking ownership and being pro-active
* Knowledge of the education and training landscape in NI
* Previous experience of working in an education and training background

**Competencies**

Collaboration Skills - Able to build relationships, influence, manage conflicts and navigate through office politics in order to get things done.

Negotiation & Persuasion skills - Able to learn when to compromise and when to take a stand in order to persuade prospects to do what needs to be done.

Research & Strategy - Strong research and strategic analysis skills in order to benchmark the competition and keep the company ahead of it.

Keen Business Intelligence -Hungry for knowledge, you will conduct the necessary market analysis needed to identify the company´s current position as well as that of competitors to achieve the competitive advantage. Staying up-to-date with the latest economic issues in the industry.

**This role will require travel on official duty throughout Northern Ireland and the successful candidate must have access to a form of transport.**