

Job Description
Nuclear Skills Passport Product Manager
National Skills Academy for Nuclear

Job Purpose

To lead on the implementation, operation and management, including future developments, of the Nuclear Skills Passport and its related products and services.

Reporting to: Head of Product Development.

Location: Daresbury, Warrington.

Salary Band: £30 - £35k per annum

Role

- To manage the ongoing operation and roll out of the Nuclear Skills Passport and related products and services across the Nuclear Sector.
- To develop, deliver and implement Skills Academy Products and Services that enhance the Nuclear Skills Passport as a product, ensure that all developments effectively meet employer demands now and in the future.
- To manage all Nuclear Skills Passport finances and budgets.
- To be the main point of contact for all Nuclear Skills Passport enquiries – internal and external.
- To support the Head of Product Development in the review of courses and programmes for inclusion on the Nuclear Skills Passport.
- To deputise for the Head of Product Development.

- **Principal Accountabilities:**
- Ensure effective roll out of the Nuclear Skills Passport across the regions, including roll out of all products and services related to the Nuclear Skills Passport, working closely with the Regional Team.
- Responsible for new Nuclear Skills Passport developments, maximising the impact of its current functionality, including, but not limited to examining the Nuclear Skills Passport as a mechanism to record and demonstrate SQEP (Suitably Qualified and Experienced Personnel).
- Provide a prompt and efficient service in dealing with all Nuclear Skills Passport enquiries.
- Develop Project Plans for the development and delivery of Nuclear Skills Passport enhancements.
- Planning and management of work stream Steering Groups as appropriate.
- Management and implementation of support contracts for the Nuclear Skills Passport and the infrastructure (processes and systems) put in place for implementation and operation of the Nuclear Skills Passport.
 - Manage and implement all support and legal contracts in place – lead contact for review of help desk service level agreement.
 - Management and Operation of all processes and systems relating to the Nuclear Skills Passport i.e. Nuclear Skills Passport Implementation Steps etc.
 - Set up, management and operation of the Skills Academy as a Security Clearance Vetting Body, including liaison with the regulator and security clearance of personnel using the Nuclear Skills Passport.
 - Set up of Skills Academy employer organisations on the Nuclear Skills Passport System, through liaison with the service support partner.

- Effective management of all funding and budgets for the continued operation of the Nuclear Skills Passport, in addition to accessing additional funding resources for ongoing product development.
 - Operation and management of the Nuclear Skills Passport e-room and the Nuclear Skills Passport platform, ensuring that the former is reviewed and changes implemented as and when required, e.g. text landing pages, Skills Academy provider network etc.
 - Training of the Regional Team in the Nuclear Skills Passport (including briefings on additional functionality beyond release of first version.)
 - Development of pricing strategies for ongoing products and services related to the Nuclear Skills Passport product (in conjunction with the Head of Product) for presentation to the Skills Academy Business Development board members.
 - Management and ongoing development of marketing and communications for the Nuclear Skills Passport and related products and/or services (working with the Communications Manager).
 - Report to Head of Product Development on progress, performance (including risks) and development of the Nuclear Skills Passport
 - Prepare and present monthly team updates on the Nuclear Skills Passport.
 - In conjunction with the Head of Product Development: -
 - Review courses and programmes proposed for inclusion on NSP by the Skills Academy high quality provider network.
 - Input and implement on the Nuclear Skills Passport platform
 - Assist Skills Academy employers with gaining the “NEF Assured” quality mark for their internal training provision, working closely with the Skills Academy regional team.
-
- **Internal and External Relationships:**
 - Forge strong and effective working relationships with:
 - Skills Academy member organisations – in particularly in relation to the implementation of the Nuclear Skills Passport across the UK and future product development linked to the product.
 - Computer Services Corporation (CSC), New Engineering Foundation (NEF), Office of Civil Nuclear Security (OCNS), My Knowledge Map (MKM).
 - Skills Academy Team.
 - Cogent Sector Skills Council.

Person Specification

- Highly self motivated.
- Well organised with excellent time management skills.
- Very good partnership skills.
- Very good communication and presentation skills.
- Good at working independently as part of a widely distributed team, whilst also able to develop team spirit.
- Clear desire to work to ensure an effective demand led system.

Knowledge and Skills Required:

- Excellent Project Management skills.
- Knowledge and understanding of the Nuclear Sector.
- Evidenced experience of successfully delivering projects.
- Knowledge of skills, training and educational developments.
- Sound contract and financial management skills and experience.
- Good IT skills (ECDL or equivalent).

Preferably with:

- Knowledge and understanding of working with Government and public sector agencies.

- Delivery of IT Based Projects requiring attention to detail and rigorous testing.
- Experience of customer support roles.

Special Features:

This job will involve travel across the UK.

The candidate will have to undergo security clearance to SC pre employment.

Dates:-

Closing date for primary applications (Covering Letter and CV) – 30th July

Interview Date: - 8th September 2010

Notes:- Pre-Interview, the candidate will be requested to complete a task which should be submitted by 27th August 2010. Details will follow on invitation to interview.