Job Profile
Head of Product Development

Department	Product Development
Location	Solihull
Reports to	Managing Director
Contract	Permanent
Hours	37 hours per week and operationally available to meet company requirements
Constraints (travel/ base/ working patterns etc)	Based from the office, you are expected to attend our offices for a minimum of 2 days per week and as required by the Company, for the proper performance of your duties or for specific meetings, events or training.
Salary	£85,000 - £95,000
Date	September 2026

About us

At Energy & Environment Awards, our work matters.

As part of the Energy & Utility Skills Group, Energy & Environment Awards is the specialist awarding organisation for the energy and utilities sector. We deliver safety critical and technical apprenticeship end-point assessments and qualifications to the sector and more widely; and EUSR, the sector's UK-wide register of safety and competence for more than 300,000 workers, and industry recognised training programmes delivered through a national network of over 200 training providers.

We have ambitious growth plans, which we will deliver through expanding our products and services, and consistently excellent customer service and operational delivery.

If you are ambitious, driven by delivery, curiosity, and the opportunity to develop the future workforce of the UK, we would welcome your application.

Find out more about Energy & Environment Awards here and EUSR here.

Internal

Our values

Together, credible and making a positive difference underpin all that we do. They are not just words on a wall.

Together: We are stronger together; by collaborating internally and externally we consistently deliver success as one high performance team.

Credible: Through a proactive approach and curiosity, we are specialists who combine ambition, innovation and impact. We are trusted by members, industry, customers, partners, governments and citizens.

Making A Positive Difference: Complementing our specialisms is our commitment to deliver and continuously improve. Ours is a great place to work, we individually and collectively play a pivotal role in delivering skills for the UK's future.

About the role

The Head of Product Development is part of the Senior Leadership Team, providing leadership to your team as well as the whole organisation. You will play a key role in delivering our ambitious growth plans.

You will lead and be accountable for the development and delivery of our portfolio strategy across qualifications, apprenticeship assessments and EUSR, the utilities sector's UK-wide register of safety and competence and industry recognised training programmes and assessments.

Reporting to the Managing Director, the Head of Product Development will provide strategic and operational leadership. You will lead teams, systems, processes, and resources to develop and maintain consistently excellent products and services.

You will deliver impact and income growth by ensuring that our products and services are profitable, high-quality and innovative, and meet the needs of learners and employers.

The Head of Product Development will work closely with Business Development, Sales and Marketing, Operations, Compliance and IT teams to deliver product excellence; and develop deep and rewarding relationships with key stakeholders, including employers, training providers and regulators.

This is an exciting new role within a rewarding environment. Energy & Environment Awards will support your career progression with the opportunity for further training and development.

About you

To be successful in this role, you will be an experienced leader of high performing teams, with extensive experience of qualification and assessment development and quality assurance processes within an awarding organisation.

Rewards

Join our growing organisation and you'll enjoy benefits including a generous holiday allowance, a company pension scheme, a performance bonus scheme and a Wellbeing Passport.

Job Description

Role Specific Responsibilities:

Leadership

- Provide strategic leadership to the organisation and be accountable for the delivery of our product portfolio strategy.
- Provide leadership and people management to teams of product developers, assessment specialists, and subject matter experts, promoting a culture of development expertise, innovation, compliance, continuous learning and improvement.
- Lead the development and implementation of our agreed Target Operating Model across product development.
- Build effective and rewarding relationships with key stakeholders, including employers, training providers, regulators, government bodies, and industry partners, to build skills solutions fit for the future.

Qualification and assessment development

- Develop and deliver the product strategy across our portfolio of apprenticeship assessments, qualifications and EUSR, the sector's UK-wide register of safety and competence and industry recognised training programmes and assessments to deliver our strategic goals.
- Lead our qualification and assessment development, making sure products are high-quality, innovative, and meet needs the needs of learners and employers.
- Support commercial growth by translating industry demands into profitable, high-quality and innovative products, working closely with Business

Development, Sales and Marketing and Operations teams to maximise our market reach.

- Develop and deliver plans to expand the use and reach of the EUSR Register.
- Lead product development planning – plan, prepare, deliver - for peak delivery periods, the implementation of new systems and technology and the launch of new products and services.
- Lead the development and continuous improvement of systems, processes, and internal controls to develop and maintain high quality and innovative products.
- Set and monitor KPIs, performance measures, and management information, to support decision-making and delivery.
- Implement effective risk management approaches to identify, manage, and reduce assessment risk.

Regulatory compliance

- Ensure all products meet external regulatory requirements, such as Ofqual, and industry standards, and requirements from bodies such as Skills England and CSCS.
- Maintain robust quality standards, internal controls, and assurance processes across the product development team.

Continuous improvement

- Drive operational excellence through assessment development and delivery, supporting efficient processes, and working closely with the Operations team.
- Champion continuous improvement across qualification and assessment development teams, including maximising the use of technology to improve efficiency.

Additional responsibilities:

- Attend, undertake and be responsible for any training, development and/or self-study to support your role.
- Demonstrate alignment with our values.
- Commitment to continuous improvement, curiosity, and for contributing proactively and positively to the culture and performance of the team.
- Ensure compliance with Energy & Utility Skills Group and Energy & Environment Awards policies and processes.
- Take reasonable care of your own health and safety and that of others in the workplace.

Person Specification

Specification	Essential	Desirable
Education / Qualifications / Training / Knowledge		
Deep knowledge of qualification and assessment development.	✓	
In-depth knowledge of Ofqual's General Conditions of Recognition.	✓	
Experience		
Demonstrable experience in leading qualification and/or assessment development in an awarding organisation.	✓	
Proven track record of leading high performing qualification and/or assessment development teams and driving continuous improvement.	✓	
Experience of effectively engaging with and building relationships with diverse internal and external stakeholders at all levels.	✓	
Experience and/or understanding of the energy and utilities sector.		✓

Skills and Competencies

	Essential	Desirable
IT skills Able to use Microsoft packages (e.g. Word, Excel and Outlook) and operational systems confidently.	✓	
Leading Others Provides team members with a clear direction; sets appropriate standards of behaviour; delegates work appropriately and fairly; motivates and empowers others; provides team member with development opportunities and coaching.	✓	
Deciding & Initiating Action Makes prompt, clear decisions which may involve tough choices or considered risks; takes responsibility for actions, projects and people; takes initiative, acts with confidence and works under own direction; initiates and generates activity.	✓	
Planning and Organising Plans activities well in advance and takes account of possible changing circumstances;	✓	

manages time effectively; identifies and organises resource needed to accomplish tasks and monitors performance against deadlines and milestones.		
Presenting and Communicating Information Excellent verbal communication skills and ability to write clearly, succinctly and correctly in a convincing and engaging manner, to high levels of detail and accuracy. Writes in a well-structured and logical way to meet the needs and understanding of the intended audience.	✓	
Delivering Results and Meeting Customer Expectations Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and efficient way.	✓	
Relating and Networking High level of interpersonal skills; establishes good relationships with colleagues and stakeholders; builds wider and effective networks of contacts inside and outside of the organisation; relates well to people at all levels.	✓	