

# Job Profile

## Qualifications Development Lead

Department	Energy & Utility Skills Register (EUSR)
Location	Solihull
Reports to	Product Manager
Hours	Nominally 37 hours but operationally available at all times to meet Company requirements.
Constraints (travel/ base/ working patterns etc)	Based from the office, you are expected to attend our office 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. The role will require UK-wide travel from time to time as required for client and stakeholder visits.
Contract	Permanent
Salary	£40,000 per annum
Date	February 2026

### About us

Energy and Environment Awards is a wholly owned subsidiary of the Energy & Utility Skills Group and an Ofqual regulated awarding organisation.

With a focus on the energy and utilities sector, we deliver apprenticeship end point assessments, regulated qualifications and EUSR – the sector’s register of skills and industry recognised training programmes.

In EUSR, our Product Management team develop and maintain a wide portfolio of sector standards, schemes and programmes across the whole lifecycle, working with employers and key stakeholders to ensure they are valid and relevant.

All of our schemes result in a registration on EUSR, the sector register of training and skills, and also sometimes qualifications and authorisations.

## About the role

Working across the product lifecycle, the Qualifications Development Lead supports the Product Manager in the development, review and continuous improvement of our schemes and programmes to meet the needs of a sector that will play a key role in the delivery of the UK's net zero targets.

Although our schemes and programmes are not regulated, we align our processes with Ofqual's Conditions of Recognition where relevant and collaborate closely with employers and key stakeholders in our sector, including training providers and industry groups, to ensure the content, and assessments, are valid and relevant.

The Qualifications Development Lead will ensure all product milestones and deadlines are met through pro-active project management of developments, including the recruitment and management of third-party Associates involved the development process.

Working as part of a small team, this role will also involve a variety of administrative tasks and duties associated with product and service development, including associated support materials.

## About you

You will have experience in product management within an awarding or similar professional body, developing regulated and/or non-regulated training or qualifications and managing a product portfolio across a full product lifecycle.

You will be used to working with a range of internal and external stakeholders in the development of standards, training programmes and assessments. As well as an understanding of qualification development and assessment principles, you will be able to write specifications, documents or materials in plain English.

You can demonstrate a high standard of interpersonal and communication skills and are able to relate well to people at all levels. You will be structured in your approach to work and used to managing complex projects with a range of deadlines, milestones, clients and stakeholders.

## 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.

**Key Responsibilities:**

The key responsibilities of the Qualifications Development Lead include:

- Design, develop and review of a portfolio of schemes, following our product development process and scheme review cycle.
- Ongoing monitoring, maintenance and refresh of schemes and programmes to ensure they remain valid and relevant.
- Develop and review learning materials including scheme rules, technical specifications, support materials and assessments for assigned portfolio.
- Form and maintain strong relationships with key stakeholders including employers, training providers and industry groups to ensure our schemes and programmes are valid and relevant.
- Co-ordinate and lead scheme review meetings as required including development and review of specifications, scheme materials and assessments.
- Ensure external scheme affiliations are developed and maintained in assigned portfolio including, Construction Skills Certification Scheme (CSCS), Water Industry Registration Scheme (WIRS) and awarding organisations
- Recruit and manage third-party Associates to assist in product, service, materials and assessment development.
- Manage the effective handover of new and changes to existing schemes to operational delivery including business development and customer service teams.
- Manage scheme set-ups and amendments within our online systems.
- Liaise with marketing to ensure customers are kept up to date of all changes or improvements made to the product and services portfolio.
- Recommend and implement new and innovative training delivery approaches, including new technologies, to improve new and existing schemes and programmes.

**Additional responsibilities**

- To attend, undertake and be responsible for any training, development and / or self-study to support your role.
- Demonstrate alignment with the organisation's 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 policies and processes.

- Take reasonable care of your own health and safety and that of others in the workplace.

## Job Holder Specification

Specification	Essential	Desirable
<b>Education/pre-requisite knowledge</b>		
Understanding of qualification development and assessment principles, training, skills and competence systems.	✓	
Knowledge of the energy and utilities sector.		✓
<b>Work Experience</b>		
Managing a product portfolio across the full product lifecycle to ensure they remain valid and relevant.	✓	
Demonstrable experience of product management in an awarding, or similar professional body.	✓	
Working with internal and external stakeholders and clients in the development of product/services ensuring solutions meet client needs; able to interpret business issues and recommend best practice solutions.	✓	
Experience of qualification and assessment design including the development of learning and assessment materials	✓	
High level of attention to detail and accuracy	✓	
Good IT Skills; ability to use Microsoft packages including Word, Excel and Outlook	✓	
<b>Competencies &amp; Skills</b>	<b>Essential</b>	<b>Desirable</b>
<b>Presenting &amp; Communication Information</b> Excellent verbal communication skills and ability to write clearly, succinctly and correctly in a convincing and engaging manner. Writes in a well-structured and logical way to meet the needs and understanding of the intended audience.	✓	



<b>Relating &amp; Networking</b> High level of interpersonal skills; establishes good relationships with colleagues and stakeholders; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels.	✓	
<b>Planning &amp; Organising</b> Plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks and monitors performance against deadlines and milestones.	✓	
<b>Deciding &amp; Initiating Action</b> 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.	✓	
Project management skills with the ability to involve others and delegate tasks.		✓

## **Our Values**

### **Together**

We are stronger, collaborating internally and externally to deliver success as one high performance team.

### **Credible**

As specialists, we are trusted to provide thought leadership, the skills voice for Industry and skills solutions for energy and utility industries.

### **Making A Positive Difference**

A great place to work, we individually and collectively play a key role in shaping a greener world.