

## JOB DESCRIPTION AND PERSONAL SPECIFICATION

<b>JOB SUMMARY</b>	
JOB TITLE	<b>Products Manager</b>
HOURS	37.5 hours a week
HOLIDAY ENTITLEMENT	22 days per year plus statutory holidays (rises to 25 days after 1 years service)
BASE	Central London
SALARY	Competitive dependant on experience
BENEFITS	Performance bonus Company pension Free health care
EQUIPMENT	Laptop Computer Company mobile telephone
PROBATIONARY PERIOD	6 months
REPORTS TO	Technology Director

<b>PURPOSE OF JOB</b>
<p>To be responsible for product planning and execution throughout the complete product lifecycle gathering and prioritising both product and customer requirements.</p> <p>To define the product visions and working closely with development, sales, marketing and support teams ensuring that both revenue and customer satisfaction goals are met.</p> <p>Expected to ensure that xantura products are fit for purpose and that they contribute to the company's development and the achievement of its mission, growth plans and aims and objectives.</p>

<b>JOB DESCRIPTION</b>
<p><b>Software</b></p> <p>To define the xantura product strategy and roadmap.</p> <p>To produce product requirements specification documents with prioritised features and their justification being linked to revenue and engagement deliverables.</p> <p>Manage, maintain and prioritise the defect list for all xantura products.</p> <p>Ensure that all planned and service pack releases are agreed and managed.</p> <p>To ensure that all product portfolios comply with all relevant legislative requirements.</p> <p>Appraise relevant competition and be aware of their strengths and weaknesses.</p> <p><b>Management</b></p> <p>Attend and facilitate customer user and customer strategy groups</p> <p>Manage a team of software developers (on-shore and off-shore)</p> <p>Attend and facilitate product design team sessions (internal and external)</p> <p>Undertake any other duties as required by your line manager or director of the business</p>

<b>PERSONAL SPECIFICATION</b>		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree (or relevant professional qualification) level		√
A minimum of 3 years experience in the software domain as a Product(s) Manager	√	
Demonstrable success in defining and launching successful new software products	√	
Experience with a variety of bug tracking software e.g. Bugzilla, Fogbugz etc	√	
Competent technical background with experience of XHTML, XML, Javascript, SQL.	√	
Experience in product management where agile development techniques have been adopted	√	
3 years experience within the Public Sector, with a strong knowledge of the local government agenda		√
Experience of Microsoft Sharepoint application.		√
Knowledge of Microsoft Office based tools i.e. word, excel, power point etc.	√	
Excellent communication and interpersonal skills.	√	
3 years experience of managing a development team	√	
Proven ability to influence and motivate cross-functional teams.	√	
Ability to understand and communicate highly complex issues	√	
Excellent practical skills such as organisation, time keeping and working extra hours (unpaid) to meet tight deadlines if needed	√	