

POSITION DESCRIPTION

Position Details

Position Title:	Head of Product
Reporting To:	Director, Informit
Unit / Group:	Informit
Direct Reports:	Product Manager (Informit Search), Product Manager (Informit Partner), Licencing and Content Executive, Web Designer
Salary Classification:	Corporate Services F2
Date:	May 2021

Position Summary

Informit is a leading destination for enriching knowledge, connecting and educating the global community by sharing credible, peer-reviewed, scholarly research from Australasia and around the world.

The Head of Product will be responsible for the development and management of the strategic product roadmap for Informit Search, Informit Partner, Informit Open and Informit Maestro, and the successful execution of product performance across Informit.

This role must define the growth models of the Informit product for the future and manage the life cycle of existing products. The Head of Product will play a lead role in the overall vision for Informit into the future at a platform, content and market space point of view.

The position will be accountable for all actions connected to go-to-market planning and execution for all new and existing Informit market product offerings including the existing products and services sitting within the portfolio. In the execution of new services, this position will also be required to assist in the development of go to market planning, market research, creation of business cases and validating new product ideas or solutions.

The Head of Product will be a member of the Informit Leadership Team and will work closely with IT, internal and external platform owners, design teams, sales, production, the Product Development Manager and Support. The position will also be the primary owner of key stakeholder relationships with technology partners, key consortia customers including our Think Tank group, key partners, associated with existing products excluding the Atypon Platform.

Position Responsibilities and Accountabilities

- Lead of the Informit Product team including resource management, staff development and recruitment.
- Oversee innovation and improvements of the solutions offered to market that are in line with the broader Informit strategy.
- Work with the Product Managers in the team to manage improvements to our services through regular feedback sessions with key customer groups such as the Think Tank group.
- Play a leading role within the Informit Leadership team and contribute to building a strong performance culture within Informit.
- Manage product planning, budget, timelines and execution.
- Engage and collaborate with key internal and external stakeholders to deliver quality product to market and ensure all departments and teams are clear on product status and strategies.

- Manage communication of all changes both internally and externally.
- Work with the Product and Data Analyst to develop financial and performance tracking to report on products within the portfolio.
- Manage the ongoing performance of all existing solutions and ensure customers (both internal and external) are at the forefront of all decisions and processes.
- Create and manage the roadmap for Informit solutions (product, collections, white labelled solutions, microsites, etc.)
- Market research and evaluation supported by the creation of pilots and prototypes to be used in market and ensuring appropriate market analysis is performed to support new product initiatives with the support of the Product Development Process
- Prepare business cases to support new product development initiatives and assist with the development of business cases for new services.
- Print portfolio and the Pay Per View portfolio are also part of the responsibility of this position.
- Coordinate all Product Team Meetings with relevant staff, including documentation of action items and follow ups.

People Leadership & Management

- Responsible for activities across the whole employee lifecycle, from recruitment through to effective management of performance, development, engagement and motivation of the Product team
- Mentor, coach and support professional development of the Product team to ensure ongoing skill development and up-to-date professional knowledge
- Guide the setting of specific and measurable goals for the Product team ensuring they support business objectives
- Complete performance reviews for all direct reports within set timeframes and to quality standards

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Training Code of Conduct
- Work in accordance with RMIT Training's policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT Training's values and values
- Actively engage in and embrace professional development opportunities
- Undertake any reasonable tasks as directed

Qualifications, Knowledge, Skills & Attributes

Essential

- Relevant tertiary qualification
- Strong leadership skills with the ability to lead a team and mentor key staff members
- Collaboration skills and the ability to build strong professional relationships
- Business acumen and the ability to make sound commercial decisions
- Understanding of product development frameworks
- Strong understanding of copyright laws, licencing and rights management
- Strong communication skills (written, verbal)
- Considerable sales experience in the library market
- Understanding of university library markets as well as government and corporate markets
- Analytical skills to determine product initiatives to support sustained growth
- Advanced presentation skills including the use of visual tools
- Independent problem resolution and the ability to solve strategic issues to ensure financial, technical and strategic goals are achieved

Desirable

- Digital marketing
- Toolkit of ideas of how to use tools and web applications to measure product performance in real time
- Experience in successfully managing change in an organisation
- Understanding of analytic tools (Power BI and Google Analytics)

Working at RMIT Training

RMIT Training is a company owned by RMIT University. We provide a range of education solutions to students, academics and professionals located in Melbourne and overseas.

Our vision is to be a successful provider of education and research solutions supporting the lifelong development goals of clients worldwide. We achieve this through our company values, which define who we are and how we operate—Community, Knowledge, Passion, Innovation and Results.

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Date: _____