



# Creating a world of better opportunities

## Job description

### **Portfolio Development Manager**

Hybrid - Stevenage

Permanent

Grade 10

Full Time - 35 Hours per Week

**Reports to:** Publisher, Codes and Guidance

## Where the role fits

The Portfolio and Product Management team has responsibility for:

- Portfolio Strategy – responsible for defining the right mix of products and services to meet member and customer needs, including ownership of the Portfolio & Product Roadmap and end-to-end product lifecycle
- Business & Market Intelligence – utilising data and external market research to inform strategic business decisions
- Member & Customer Experience – responsible for intentionally designed member and customer experiences utilising insights to inform approach, and driving process optimisation through the adoption of a continuous improvement mindset
- Product Management – responsible for developing products and solutions in line with customer needs to maximise penetration in target markets.

## Purpose of the role

Working as part of the Codes and Guidance team, the Portfolio Development Manager (PDM) supports the commissioning, development and delivery of the IET's technical publications. Key aspects of the role include a broad range of activities from project ideation and commissioning, customer-led and data driven research, proposal development and presentation, stakeholder identification and management and project management and delivery. As part of our key digital transformation project the Portfolio Development Management will have a wider remit than printed publications and will be continually trying to identify and business case value added digital tools and solutions to support our customers workflows. The role works closely with our research and insights teams, production, marketing, and editorial, supporting the delivery of high-quality content that meets the needs of engineers and technical audiences.

## Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

## Main duties and responsibilities (not necessarily in priority order)

- Support all activities related to the commissioning and project management of IET Codes and Guidance publications and supporting tools.
- Research new topic areas through attending conferences and seminars, conducting data analysis and customer engagement activities, networking with professionals, customers and suppliers, and monitoring specialist information sources.
- Commission standards and associated guidelines, codes of practice, and digital solutions, servicing the engineering and related advanced technology markets, from concept development and market investigation, through content specification to full launch
- Assess commercial opportunities for new products and services within existing portfolios in response to customer needs based on evaluation of market trends and competitive analysis

- Conduct quantitative and qualitative market research with existing or prospective customers in agreed target markets
- Translate market opportunities into commercially viable business cases including investment appraisals with prioritisation and resource issues highlighted
- Propose appropriate formats, prices, and sales projections for publications, including liaising with those responsible for the editorial, production and marketing processes to ensure on time and on budget delivery of products
- Identify and deliver market-led added value digital content and tools to support our wider product portfolio
- Work collaboratively with internal colleagues and external suppliers/partners, including identifying new external suppliers/partners as required, to develop and deliver products
- Liaise with authors, editors, and internal teams to make sure projects stay on track and that all stakeholders have key information required.
- Propose developments and improvements to the committee, editorial, production, and marketing processes which may enhance the performance of the department
- Represent IET Codes and Guidance at events and conferences and make appropriate presentations to raise awareness of standards, codes and guidance in new technical areas.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Apply specialist knowledge and skills:** You'll leverage your in-depth knowledge and expertise in a specific field to deliver essential tasks and services that contribute to the smooth running of the IET.
- **Perform specialist tasks accurately:** You'll independently execute a diverse range of specialist tasks under general supervision, ensuring accuracy, efficiency, and adherence to established procedures.
- **Contribute to continuous improvement:** You'll actively participate in the ongoing development and improvement of the IET by applying your specialist knowledge and suggesting innovative solutions.
- **Collaborate effectively:** You'll work closely with colleagues from various departments, fostering a collaborative and inclusive environment where open communication leads to achieving shared goals as a One IET team.
- **Provide valuable expertise:** You'll act as a resource within your area of specialism, sharing your knowledge and expertise to support your team and contribute significantly to the overall success of the IET.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development of your team to achieve their full potential, fostering a positive and inclusive work environment.

## Skills and experience required

- Extensive experience of researching, investigating, commissioning significant scientific, technical, or business information products, combined with a strong understanding of technical trends in these areas.
- Experience delivering customer-centric, data driven decision making and project delivery.
- Proven ability of effectively translating business strategies into product development strategies, product specifications, and product roadmaps, with experience of building realistic business proposals, detailing the scope, market and financial projections of proposed new products.
- A working knowledge in standards and how they are developed, and in particular a good understanding of how professionals use standards information.
- Excellent communicator with strong presentational skills.
- Experience of engaging and working with high profile authors and editors.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Lifelong learning:** You'll demonstrate a willingness and flexible approach to learning and adapting to new tasks and responsibilities, staying current with industry trends and developments.
- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.

- **Effective communication:** You'll possess excellent written and verbal communication skills, ensuring clear and concise communication with colleagues and stakeholders.
- **Organisation and time management:** You'll demonstrate strong organisational and time management skills, effectively prioritising tasks and meeting deadlines consistently.
- **Positive and collaborative work environment:** You'll be passionate about creating a positive and inclusive work environment, fostering collaboration, and contributing to a supportive team atmosphere.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

## Document control

Authorised by	Job Title	Date
Head of Department / Team	<i>TW, Publisher</i>	02/2026
Strategic People Partner	<i>VD, Strategic People Partner</i>	02/2026

*This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.*

*It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.*