



Job Description

Product Development Officer

PODUCT DEVELOPMENT OFFICER OF THE N-GAUGE SOCIETY

Date of Formulation; **1 January 2024**

Date of Review; **Annually in April**

POSITION	VOLUNTEER and Committee Member
ROLE	Product Development Officer
GROUP	Product Group
QUALIFICATIONS/ EXPERIENCE/SKILLS REQUIRED	<ul style="list-style-type: none"> • IT Proficient (MS Office Word, Excel, Email & One Drive) where appropriate • A technical background is preferable but not essential. • Understanding of the Computer Aided Design (CAD) Process • Access to 3D CAD system/viewer desirable but not essential • An understanding of manufacturing techniques and limitations, particularly injection moulding, casting and machining/fabrication relating to model engineering • Knowledge of materials commonly used in the process of model production, plastics, resins, metals etc. • Good knowledge of current and historical UK traction and rolling stock • Keen eye for detail • Good research skills • Ability to produce sound business cases and proposal documents
RESPONSIBLE TO	The Chairman for the submission of New Model Projects
PURPOSE	<ol style="list-style-type: none"> 1. To select, develop and introduce new kits and ready-to-run (RTR), products to the NGS. Primarily via execution of the following tasks: 2. Identify suitable models. 3. Produce and Make the business case/proposal to the committee. 4. Select and Deal with the manufacturer(s) as appropriate. 5. R&D 6. Assessing CAD. 7. Liveries - diagrams, licencing 8. Assessing samples - checking standards, wheels, couplers, test running etc. 9. Considering and potentially designing packaging. 10. Publicity and Advertising - liaise with appropriate colleagues (PR Officer).
AUTHORITYT	<p>Is authorised to:</p> <ol style="list-style-type: none"> 1. Select manufacturer(s) for production of kit and RTR items. 2. Certify CAD as fit to move to tooling. 3. Certify Engineering Prototypes (EPs) as fit to move for production. 4. Certify livery drawings as acceptable. 5. Certify deco samples as acceptable for production.
SECONDARY ROLES	
TERM OF OFFICE	<ol style="list-style-type: none"> 1. The incumbent by default must be a current member of the N-Gauge Society. 2. This is a voluntary post with no fixed term of office.