

Job Description

Introduction	
Position Title	Product Manager - Software
Reporting to	Development Manager
Company Overview	
<p>DocsCorp is a privately owned Australian software company, producing a range of software products enabling enterprises to perform value adding document production and manipulation tasks improving business workflows of the professional business users we serve (predominately Legal and Accounting firms, Government departments and Corporate business).</p> <p>Our products are modern .NET applications (no legacy products). Actively developed with major releases each year, plus a range of smaller patch releases and deal based work throughout the year– there is never a dull moment with the multiple products under the control of the Product Managers. New high-profile products (from scratch) are planned for the 2010 Financial Year and this role would be heavily involved in all aspects of bringing a product to market.</p> <p>DocsCorp has more than 3,000 customers worldwide, primarily located in the Americas, Europe and Asia Pacific. The company is fast growing and fast paced -growing to around 45 people and offices in 3 countries in a relatively short timeframe – while maintaining profitability every year.</p>	

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<p>As DocsCorp Product Manager / Product Manager you are involved in the product life cycle from conception through to release and beyond. You 'own' the products and are responsible for their success.</p> <p>The role requires a mix of both technical skill and business savvy – gained in the computer software industry. You:</p> <ul style="list-style-type: none">- must be able to communicate with all areas of the company and use your influence to make your products a success.- work with product engineering managers to define product release requirements and get products built.- work with marketing communications team to define the go-to-market strategies, helping them understand the product positioning and key benefits to tell the market.- Be the 'go to' person for your products, also working directly with sales channel and key customers and prospects at times. <p>This position is a key member of the Product Management / R&D team and is considered critical to the success of the company by the Directors.</p>
Key Responsibilities
<p>DocsCorp has products that are continually changing and immediate plans to add new products to our product suite. The Product Manager / Product Manager will have multiple products to manage and will be involved in at least one new product to market in the 2010 Financial Year.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">• Envision a product release plan and manage the overall process as the product owner

- Gain buy-in to your product plans negotiating with key business stakeholders including Sales, R&D and Executive Management
- Convey product plans and broad requirements to R&D and use time estimates provided by them to create a roadmap/ timeline that can be confidently announced internally and externally
- Communicate final scope/roadmap to the relevant departments: Marketing, Sales & Support
- Provide considerable contribution to technical direction and usability of the products by being heavily involved in expanding functional requirements with the development team (DocsCorp uses an informal Spiral SDLC)
- Continually assess potential risks and adjust priorities or modify the plan before problems arise
- Strong customer involvement to update them regularly with progress and changes – and have influence and interest in a well run and successful Beta Program
- Make the final determination if the product is functionally ready to release to customers.
- Planning the Release activities and approving the copy of relevant communications
- Organising the communication of new releases, bugs and enhancements to external and internal parties through the Marketing team
- Be open to assisting Sales / Prospects / Clients with queries about your products once released
- Be responsible for any post release patches, internal or client communications to smooth the way for your product in the market

The Ideal Candidate

The ideal candidate is one who is confident and capable of doing the job described. The information below is a guideline of what we think the right applicant will look like, but if you believe your experience can make this job a success, we are happy to hear from you:

- Minimum 5 years of software product management experience (or similar experience level as technical software consultant or in a software QA/BA role)
- Strong practical understanding of current Windows operating systems and commonly used software such as Microsoft Office and Adobe Acrobat
- Excellent organizational and time management skills
- Strong analytical, technical, verbal and written communication skills
- Excellent problem solving and solution building skills
- Technically savvy with the ability to multi-task effectively
- Excited about and interested in exploring new and emerging technologies and methods
- Highly organized with the ability to prioritise and track multiple tasks to successful completion
- Marketing/Business aptitude – understanding of how software business works
- Comfortable and flexible enough to deal with technical and non-technical people both internally and externally
- Work Experience in Document Management/Legal/Accounting industry is desirable

Benefits

- Commercial salary
- Blackberry/Phone plan included
- Additional profit share component
- Strong career prospects towards General Management