



Ngā Kōrero e pā ana ki te Tūranga Job Description

Product Manager

Business Group	Te Poutāhū Curriculum Centre
Location	Wellington
Salary band	A9

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ū mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes*

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Product Manager sits within the Curriculum and Assessment Change Programme (CACP) in Te Poutāhū. The focus of the programme is on delivering multiple, interrelated projects with a scope aligned to the Ministries strategic direction and Cabinet Decisions.

The Product Manager is responsible for ensuring all products relating to their workstream have been completed to the required quality standards to ensure successful implementation and alignment with programme outcomes.

The Product Manager will work closely with other kaimahi, Programme Managers, and Te Poutāhū business units to ensure products and outcomes are fit-for-purpose and are able to be successfully transitioned into the business for ongoing delivery, maintenance, and support.



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Ngā Haepapa | Accountabilities

As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As the Product Manager you will:

- Ensure the end user is at the heart of planning and collaboration with a wide range of individuals to identify and define programme requirements so products are fit-for-purpose.
- Ensure there are regular and appropriate engagements with internal and key external stakeholder groups to support a clear understanding of business outcomes and requirements.
- Ensure recommendations from stakeholders are included in the development of curriculum products.
- Review and provide endorsement of all finalised programme products to ensure they have successfully met the Quality Criteria / Definition of Done.
- Provide subject matter expertise to your key Learning area and provide guidance and advice on specific product issues.
- Support the prioritisation of deliverables with other Programme Managers.
- Undertake reviews to ensure the successful completion products against the Definition of Done.
- Participate in team and programme meetings and events as required and defined within the programme framework.
- Work with the Programme Lead, Product Managers, Product Designers and key internal team members to inform the design requirements for the required Te Poutāhū (curriculum, NCEA, Common Practice Model etc) products.
- Assist in the detailed planning to inform the design of initiatives, products, and services. Provide well thought through advice and guidance on all possible issues, risks, and opportunities.
- Respond to risks, issues and dependencies ensuring these are logged in the register, and ownership, mitigation, or escalation occurs as appropriate.
- Bring your specialist knowledge to ensure positive changes and outcomes for the sector.

You will make decisions in accordance with the Ministry's policies and delegations framework.



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Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience working in programme/project environments.
- In-depth experience in at least one of the 8 learning areas as per the New Zealand Curriculum (NZC) or Te Mātauranga o Aotearoa, and a general understanding of the curriculum.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Ability to identify risks, undertake effective mitigation, provide problem solving initiatives, and influence others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.
- Proven ability to constructively challenge others to shift mindsets and foster collaborative action.
- Good organisational skills, able to manage and prioritise multiple tasks.
- Sound knowledge of government and public sector processes.
- Understanding of culturally sustaining practice within education settings, and the role of Te Tiriti o Waitangi in the education sector.
- The ability to write clearly for a variety of audiences and communicate complex information simply.



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Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	February 2026
Approved By	HR Advisory Team