



Ngā Kōrero e pā ana ki te Tūranga Job Description

Product Designer

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

The Product Designer works collaboratively with other kaimahi and is responsible for assisting in the development and design of products as required for their allocated Learning area. The Product Designer will also work closely with other workstream teams to ensure alignment across the programme, and in partnership with other Te Poutāhū business units to ensure products and outcomes can transition into the business for ongoing delivery, maintenance, and support.



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The Product Designer plays a crucial role in ensuring that all requirements and quality assurance for the designated Learning area have been met to ensure a smooth transition and quality products.

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 Designer you will:

- Work alongside closely alongside the business to inform the design standards for the required products, ensuring that all aspects of the Learning area has been accounted for.
- Support the development of the Quality Criteria and 'Definition of Done' for each of the required products, while ensuring that products take into account equity considerations.
- Support the planning to inform design initiatives, products and services.
- Identify issues while providing advice and guidance on risk management and problem solving.
- Provide subject matter expertise within the designated Learning area.
- Implement frameworks and methods to support best practice pedagogy and design.
- Work with across the programmes workstream to confirm alignment of all products being developed.
- Ensure recommendations and requirements from the key stakeholder groups are included in the development of curriculum products.
- Ensure all design products are approved for the delivery team to consume.
- Quality review and test products that have been developed by the delivery team to ensure that they are fit for purpose and meeting the required quality assurance / definition of done.
- Provide constructive feedback on products that do not meet the required quality assurance / definition of done.
- Work collaboratively with business owners and the team to address any issues and provide potential solutions.
- Respond to risks, issues and dependencies ensuring these are logged in the register. Own, mitigate, or escalate where they cannot be managed within the team.
- Follow Programme and Project Standards, frameworks and guidelines.



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- Bring your specialist knowledge to bear in your work to ensure positive changes and outcomes for the sector.
- Bring an agile mindset to all aspect of your role through understanding, collaborating, learning, and staying flexible to achieve the programme outcomes.

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

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 eight learning areas in New Zealand Curriculum or Te Mātauranga o Aotearoa, as well as a key overarching view of curriculum in general and associated relevant knowledge.
- Experience in developing key project resource development and manage your own workload to compete tasks within the required timeframes.
- Knowledge of best practice pedagogy about the kinds of teaching approaches that consistently have a positive impact on student learning, in the context of a bicultural and inclusive curriculum.
- Knowledge of assessment of learning and NCEA Review of Achievement Standards.

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, communication, and organisation skills in a complex environment.
- A commitment to ongoing personal and professional development.
- Understanding of The New Zealand Curriculum, Te Mātauranga o Aotearoa and Te Whāriki and approaches to curriculum development and design.
- Understanding of how the Education Sector operates – at the service, partnership, local, regional and system levels – to achieve learning outcomes.
- Understanding of educational change and implementation evidence.
- Proven ability to establish, build and maintain highly effective working relationships.
- Good organisational skills, able to manage and prioritise multiple tasks.
- The ability to write clearly for a variety of audiences and communicate complex information simply.
- Ability to work flexibly across the team and an ever-changing environment.



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- Cultural knowledge and competency to build relationships and operate in te ao Māori and Māori communities where needed to ensure equitable outcomes for all.

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	January 2026
Approved By	HR Advisory Team