

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Product Designer

Business Group	Te Poutāhū   Curriculum Centre
Location	Te Whanganui-ā-Tara   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 āiane, 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 ō 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

This role sits in The Curriculum and Assessment Change Programme which is a key unit within Te Poutāhū | Curriculum Centre. It's focus is on delivering multiple, interrelated projects with a set scope that deliver to outcomes tied to Te Poutāhū and Te Mahau strategic direction, as well as Cabinet Decisions. The Programme works in partnership with other Te Poutāhū business units to enable the products and outcomes delivered from these projects to move into the business for ongoing delivery, maintenance, and support.

The Product Designer works collaboratively with other kaimahi and is responsible for assisting in the design and building of the requirements for the Learning area where you have the most knowledge, This will be used as the base to develop all Curriculum products require within the Programme. The Product Designer plays a crucial role in ensuring that all requirements and Quality Criteria / Definition of Done have been built so there is nothing left to chance in the design of products for this learning area. This role will also provide quality assurance testing of the

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developed products to ensure they meet the quality standards required.

The Product designer will work closely with the workstream in the programme to ensure alignment across the Programme.

## 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 with the business owners and Business Analysis to inform the design requirements for the required products within the Programme. Ensuring that all aspects of the learning area has been considered.
- Assist in leading the development of the Quality Criteria / Definition of Done for each of the required products, while also ensure that equity is built into each of the required products.
- Assist in planning to inform the design initiatives, products, and services. Provide well thought through advice and guidance on all possible issues, risks, and solutions.
- Provide subject matter expertise within your learning area.
- Implement frameworks and methods in best practice pedagogy to support 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.
- Understanding of The New Zealand Curriculum, Te Marautanga o Aotearoa and Te Whāriki and approaches to curriculum development and design.
- In-depth experience in at least one of the eight learning in New Zealand Curriculum or Te Marautanga o Aotearoa areas 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.
- 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 that will enhance the behaviour change required and support teaches and students understand and use the products.

## Ngā Āheinga | Capabilities

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

- Good Problem solving skills
- Resilience to deal with pressure.
- Ability to identify risks and effective mitigation.
- Ability to influence and persuade others to achieve desired results.
- Proven ability to establish, build and maintain highly effective working relationships.
- Good organisational skills, able to manage and prioritise multiple tasks
- Sound knowledge of government and public sector processes.
- Passionate about equitable outcomes for all.
- Understanding of culturally sustaining practice within education settings.
- An understanding of the role of Te Tiriti o Waitangi in the education sector.

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- The ability to write clearly for a variety of audiences and communicate complex information simply.
- A commitment to ongoing personal and professional development.
- Ability to work flexibly across the team and an ever-changing environment.
- Knowledge of the education sector, which could include one or more of the New Zealand curricula.
- Knowledge of the NCEA Review of Achievement Standards.
- Cultural knowledge and competency to build relationships and operate in te ao Māori and Māori communities where needed.

## Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

While this role is set at Developing, you will be provided with development support within Te Poutāhū to enable you to reach the next level of Confident.

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	May 2024
Approved By	Advisory Team