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| A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of Mātauranga Māori, te Reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”*.* | | |
| **Tūranga / Position:** | **Product Owner** | |
| **Uepū / Wāhanga / Department:** | Taupārongo | |
| **Takiwā / Rohe / District:** | Te Puna Manaaki | |
| **Wāhi Mahi / Location:** | As per letter of offer | |
| **Reports to:** | Product Manager | |
| **Whakatau ki / Direct reports:** | n/a | |
| **Indirect Reports:** | n/a | |
| **Māka Pūtea */* Salary Grade:** | Level 10, Allied | |
| **Wā Roanga / Tenure:** | As per letter of offer | |
| Key Relationships: | **Internal:** | * Te Wānanga o Aotearoa (TWoA) kaimahi |
| **External:** | * Contractors and Suppliers |

**Pūtake Tūranga / Role Purpose:**

The role is responsible for translating the Product Managers’strategies to tasks for development, managing and prioritising the product backlog, organising sprints, understanding the market and customer needs, and answering questions from developers as needed. This mahi involves working with Product Managers to learn about what problems they are aiming to solve with the product, what customer needs or desires have informed their product strategy, and what the team will view as product success.

| **Key Responsibilities** | **Deliverables / Accountabilities** |
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| **Product support** | * Translate the product managers’ product vision and overall strategy and understanding the market, the users, and the business goals in order to create a clear direction for the product. * Maintain and prioritise the product backlog, which is a list of all desired features, enhancements, and bugs for the product. * Participate in sprint planning to determine the team’s objectives for the upcoming sprint. * Throughout the sprint, clarify requirements, provide feedback and answer questions, and ensure that the team has a shared understanding of what needs to be built and that the product is meeting the intended goals. * Liaise between the development team and stakeholders, including customers, users, management, and other departments to gather feedback, communicate progress and updates, and manage expectations. * Accept completed work and validate that it meets the acceptance criteria and the intended goals. * Provide leadership, guidance, and support to the team, fostering a collaborative and empowered environment. |
| **Facilitating agile processes** | * Facilitate relevant agile ceremonies and rituals: Backlog Refinement, Daily Stand-up, Sprint / Release Planning, Showcases / Sprint Review, Retrospective. |
| **Collaboration** | * Collaborate with stakeholders, customers, and the development team to gather requirements, refine and prioritise backlog items, and ensure that the most valuable items are at the top. * Collaborate with the development team during sprint planning to determine which backlog items will be worked on during the next sprint. * Collaborate with cross-functional teams, including development, design, and quality assurance, to ensure effective and efficient delivery of the product. |
| **Product performance** | * Continuously monitor the market, user feedback, and changing business needs to adapt the product backlog and adjust the product direction as necessary to ensure the product is continuously evolving and delivering value. * Work closely with stakeholders and users to gather requirements and translate them into user stories or product backlog items. User stories describe the functionality from the perspective of the end-users and serve as a basis for development. |
| **Stakeholder Relationship Management & Collaboration** | * Establish and maintain quality internal relationships with kaimahi across the TWoA. * Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards. * Maintain the highest standard of both personal and organisational integrity in order that the reputation of TWoA is enhanced. |
| **Kaupapa Matua**  Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi:   * Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions. * Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. * Participate in activities associated with the culture of our organisation (i.e pōwhiri, karakia, waiata). | * Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. * Actions of kaimahi are aligned with Te Wānanga o Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. * Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy. |
| **Information Management** | * Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures. |
| **Health and Safety** | * Comply with all health, safety and wellness policy and procedures. * Recognise and address circumstances to prevent unhealthy or unsafe situations. |
| **Other Duties** | * Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications. |
| The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.  The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis. | |

**Person specification**

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| **Qualifications:** | * Bachelor Degree in Computer Science, Computer Engineering or related discipline. * Certified in Agile framework * Full NZ Drivers Licence. |
| **Essential Skills and Experience:** | * 4+ years’ experience in product ownership or related roles. * Proven experience with product management principles and practices including product planning, roadmap development, prioritisation, and agile methodologies. * 2+ years experience in project management. * Proven experience with Agile processes. |
| **Āhuatanga Māori** | * Engages in cultural activities and has a sound understanding of āhuatanga Māori (values, culture and tikanga) * Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification) * Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour * Actively applies Te Wānanga o Aotearoa values in the workplace |
| **Essential Attributes:** | * Prioritisation and Decision-making: Strong prioritisation skills to determine the most valuable features to develop and ensure that the team is working on the right tasks at the right time. Decisiveness and the ability to handle ambiguity. * Technical skills: familiar with software development processes, methodologies (e.g. Agile, Scrum), and technical concepts to effectively communicate with development teams and make informed decisions. * Communication: excellent communications skills to effectively convey the product vision, gather feedback, and communicate requirements to development teams. * Project Management: the ability to use information, skills, strategies and tools to achieve project goals and satisfy project requirements. This includes initiating the project and planning, executing, monitoring, controlling and closing the project. * Conflict Resolution: provide the appropriate solution to the problem and ensure the timely execution of each stage of the development cycle. * Empathy: being able to empathise with users and stakeholders to help understand their needs, pain points, and motivations. Advocate for the user, make decisions that align with their expectations, and build strong relationships with the team. * Willingness to learn: stay up-to-date on the latest customer and business needs and market trends. * Leadership: be able to inspire and motivate the team, provide guidance, and foster a collaborative environment. Set a clear direction, making informed decisions, taking ownership of the product’s outcomes. * Stakeholder Management: ability to build relationships, manage expectations, and ensure alignment with business goals. Ability to engage with stakeholders, understand their perspectives, and communicate the product’s value proposition. |