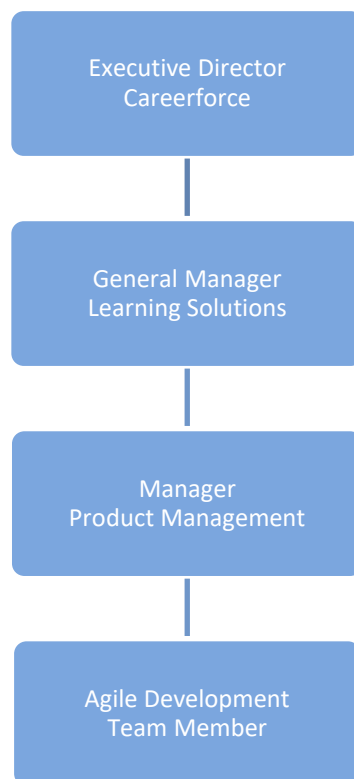


**Role:** Agile Development Team Member

<b>Department:</b>	Product Management
<b>Reports to:</b>	Manager Product Management
<b>Reports:</b>	Nil
<b>Location:</b>	Flexible
<b>Grade:</b>	SP10 Grade 15
<b>Financial Delegation:</b>	Nil
<b>Date:</b>	August 2023



## About Careerforce

Careerforce is a business division of Te Pūkenga – NZ Institute of Skills and Technology. We support employers across New Zealand to run workplace training programmes for the health, mental health, aged care, disability, social services, youth work, cleaning and pest management sectors. We provide quality accessible and flexible programmes that allow staff to achieve nationally recognised qualifications on the job.

## What you'll do

The Agile Development Team Member delivers work to support the completion of Agile projects and provides peer review within the Agile project team. The Agile Development Team Member will utilise their skills and subject matter expertise to best support the workload within the Agile project team.

This role involves taking an Agile methodology work approach and committing to upholding values and behaviours that have been agreed on within the Agile project team.

### Activity: Agile Development

Deliver work agreed within the Agile project team. This could include:

- Product designing which includes scoping customer requirements, identifying resource needs, scope definition and deliverables.
- Product developing which includes co-design, user experience designing ensuring that the user is in the centre of all design aspects.
- Product testing from a user perspective.
- Peer reviewing, and / or contributing to the release of the product.

Effectively self-manage workload to ensure that collectively agreed Agile project team timeframes can be met.

Contribute and engage in Agile project team sprint meetings.

Contribute to supporting the identification of resource needs to support definition of scope and deliverables within the Agile project team.

### Performance Measures:

- Work is completed as planned and within scope.
- The Agile project team are confident in their abilities to take positive action and accountability for their collective work.
- The Agile project team are engaged, communicating well, and adopting a positive, focused, and collaborative team culture.
- Stakeholders feel informed on project progress and confident in planned project outcomes.
- Improvement needs are being proactively identified with change applied to subsequent work throughout the project.

Contribute to building, developing, and growing business relationships vital to the success of work within the Agile project team.

Engage with Agile project team members to regularly review project approach and behaviours as a collective, using reflection and feedback to continually learn and adapt.

### Activity: Product Quality

Ensure high quality products are released to market through self and peer review and user testing with the learner.

Take action to ensure that you remain up to date with professional development in your area.

### Performance Measures:

- Evidence of quick response to quality.
- Positive feedback from stakeholders.
- Professional development is completed in a timely manner.

### Activity: Team Participation

Contribute to continuous improvement of the team through fostering of ideas, new approaches and techniques.

Continual learning and sharing knowledge, supporting, and learning from each other, living the agile way of working and mindset.

Team planning and workload support; supporting each other on specific projects where needed, contributing to team business / strategic planning and ideas generation.

### Performance Measures:

- Effective collaboration is observed.
- New ideas are suggested and / or adopted, and improvements made.

### Activity: Relationship Management

Work with Careerforce staff and external organisations or service providers.

Encouraging teams and individuals to improve business agility across Careerforce.

Provide agile coaching to CF staff on Agile framework, approach, different techniques, and mindset.

### Performance Measures:

- Feedback from stakeholders is positive.
- Effective relationships are formed and maintained.
- Training is timely and relevant.

## Person specification

### Education / Qualifications / Training

A degree level qualification or equivalent experience which demonstrates the ability to analyse concepts and ideas and apply critical thinking skills.

An Agile certification is desirable, but not required.

### Experience (*Essential*)

Relevant subject matter expertise within a health, disability, or social service.

Understanding of the principles of adult education and instructional design.

Knowledge of the role and functions of vocational education.

Considerable experience and demonstrated competence of the MS Office suite.

### Experience (*Desirable*)

Relevant experience reviewing programmes, learning and assessment resources related to Health and Wellbeing.

Experience of Articulate Storyline 3, Rise or similar.

### Skills

Demonstrates a commitment to the principles of Te Tiriti o Waitangi.

Strong interpersonal communication skills.

A relevant skill area of expertise e.g. product design, product development, user experience design, product testing, peer reviewing, and / or product delivery.

Well-developed written and oral communication skills; able to prepare formal written documentation which informs and engages different target audiences.

Strong attention to detail and accuracy in the understanding of written language for workplace learning.

Ability to proofread and correct their own work, and the work of others.

Strong time management skills and ability to autonomously manage workload.

A creative thinker who places the user at the centre, understands adapting of different mediums for different audiences so they are engaged in the process and contribute

constructively with ideas and solutions and making the business more agile.

**Attributes**

Commitment to developing understanding of Te ao Māori.

Ability to work collaboratively as part of a team, as well as autonomously.

Flexible and responsive.

Self-motivated.

Displays high ethical standards and ability to recognise and act accordingly with commercial sensitivities.

Able to work under pressure, meet deadlines and handle multiple tasks.

Able to use initiative effectively.

Positive and enthusiastic attitude.

Willingness to extend own skills through education and training.

Ability to live the Agile values of focus, openness, respect, courage, and commitment in your work approach.

**Is a Full, Clean NZ Driver Licence Required?**

Yes

No

**Is Police Vetting Required?**

Yes

No

**Ministry of Justice Check:**

A satisfactory Ministry of Justice check is required for all roles within Careerforce and is conducted upon acceptance of an offer of employment. Periodic re-checking may be conducted.

## Relationships

### Internal

Agile Project Team  
 All Careerforce and Te Pūkenga employees  
 Managers  
 Internal Stakeholders  
 Contractors and consultants

### External

Employers  
 Assessors / educators  
 Subject matter experts  
 Training providers  
 Contractors

## Employee responsibilities

### Activity:

Contribute to Careerforce’s overall achievement of key strategic priorities, annual plan targets, compliance requirements and quality systems.

Identify risks and impacts, and identify, implement and review solutions within areas of responsibility.

Attend and participate in relevant meetings and training days and provide input and support to colleagues.

Prepare audience-appropriate communications.

Utilise resources effectively and efficiently.

Adhere to company policies and processes.

Contribute to projects as required.

### Performance Measures:

- All identified tasks/areas of responsibility are performed in an effective and pro-active manner.
- Evidence of contributions to meeting key strategic goals and annual targets to agreed standards and timeframes.
- Risk management plans and activities are developed and implemented.
- Evidence of pro-active contribution to supporting the purpose, values and culture.
- All relevant policies and processes are followed.
- Evidence of proactive contribution to projects.

## Attributes

<b>Client Focus</b>	Dedicated to meeting the expectations and requirements of internal and external clients; committed to ascertaining clients' needs, and continuously improving products and services to meet them; provides timely and accurate information to clients; establishes and maintains effective relationships with clients and gains their trust and respect.
<b>Change Agility</b>	Flexible and adaptable to change; maintains effectiveness when experiencing changes in work tasks / environment; adjusts to work within new work structures, processes, requirements and cultures.
<b>Effective Communication</b>	Clear and effective two-way communication with a wide range of people, and in all situations in order to explain, persuade, convince and influence others.

## Values (Kawa) and Behaviours (Tikanga)

<b>Kaitiakitanga - Upholding responsibilities</b>	<p>We are committed to our responsibilities, delivering on our purpose and enhancing the wellbeing of the communities we serve.</p> <p><i>We do this by:</i></p> <ul style="list-style-type: none"> <li>▪ Honouring our commitments – we do what we say we will do.</li> <li>▪ Being determined, resilient and learning from our mistakes.</li> <li>▪ Focusing on being better at everything we do.</li> <li>▪ Behaving in a way that is culturally respectful.</li> <li>▪ Recognising and celebrating our achievements.</li> </ul>
<b>Manaakitanga – Honouring others and ourselves</b>	<p>We respect and care for each other and provide an environment where everyone can participate in a meaningful way.</p> <p><i>We do this by:</i></p> <ul style="list-style-type: none"> <li>▪ Appreciating one another's differences and demonstrating care and support.</li> <li>▪ Respecting our individual wellbeing and mana.</li> </ul>

- Taking action to develop meaningful working relationships, built on trust, respect and reciprocity.

#### Kotahitanga – Connecting people

We come together to improve the health and wellbeing of New Zealanders.

*We do this by:*

- Working collaboratively as one – paddling our waka in the same direction.
- Being generous with our knowledge and skills.
- Supporting and helping each other, being clear and kind.
- Having a positive mindset and embracing camaraderie.

### Health and safety

Employees are expected to act responsibly and proactively as required by current health and safety legislation, and by:

- Identifying and reporting new hazards and incidents or accidents through Toi kupu.
- Undertaking health and safety training as required.
- Responding appropriately to emergency management and evacuations.

### Careerforce purpose

Enabling the workforce to enhance people's health and wellbeing.

### Variation of duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list, as it is not the intention to limit in any way the scope or functions of this position. Duties and responsibilities may be amended from time to time in agreement with your manager or the CEO.