

JOB DESCRIPTION

January 2026

Title & Reporting Relationships

Position Title: **Team Leader Arts and Heritage, Climate Action and Connected Communities Team, Customer and Community Group.**

Grade: SP 18
0.5 FTE

Reports to: Manager Climate Action and Connected Communities

Direct Reports: 1 FTE

Delegated Authority **Financial:** This position holds a financial delegation of \$10,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.
Human Resources: This position holds a delegation at Level D. A copy of the HR Delegations is attached.

Purpose of the Group and the Position: **The Customer and Community Group**, comprises: Climate Action and Connected Communities; Customer Experience; Communication, Engagement and Events; Aquatics Facilities; Libraries; Parks, Open Space and Environment; and Environmental Standards.

The Customer and Community Group is responsible for a significant portion of Councils' customer interactions, every day as people choose to use our facilities, services and programmes at swimming pools, libraries, museums, halls, parks, sports fields, ecological reserves, and events. This group connects communities to the services we deliver in supporting the everyday lives of residents and visitors to the district.

Within this Group the Team Leader Arts and Heritage role works within the Climate Action and Connected Communities team to input into the relevant strategies, providing the delivery of an operational plan, programmes, and projects and reporting. This role holds strong relationships in the arts and heritage sector and develops and manages the contracts related to the arts and heritage portfolio.

The role is the lead of two 0.5 roles providing advice, guidance, information, and support to the arts and heritage sector and key institutions. It is also responsible for developing and promoting the sector and building capabilities across the district. Underpinning the success of this role will be a sound understanding of the Council's strategic, economic, and community development plans and policies, and how they relate to arts and heritage on the Kāpiti Coast. This role will

provide oversight to Council's flagship arts event the Kapiti Coast Art Trail.

The team leader role will be responsible for the overall delivery of the both arts and heritage programmes, but take a lead role in the arts portfolio, with the existing advisor role leading the delivery of the heritage portfolio.

Internal Customers:

This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including the:

- Climate Action and Connected Communities Team
- Communications and Engagement team
- Iwi Relationships Team
- Economic Development Team
- Project Management Office
- Procurement Team
- Staff from across Libraries and Cultural Services team
- Staff from across other Council teams who manage projects that include arts or heritage elements.
- Council, and delegated Committees

External Customers:

- Mana whenua
- Creative New Zealand
- Museums and Galleries, and other recipients of major grants / contracts for services
- Community groups and individuals involved in the arts, culture, and heritage sector including those involved in heritage information gathering and storytelling
- NZ arts, culture and heritage event providers
- Visual and performing arts groups and artists
- Contractors
- Local and central government representatives in the public arts and culture network

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

- Be the subject matter expert for the development, implementation, and review of Council policies and strategies relating to arts and heritage
- Lead development of the arts and heritage activity management plan, action plan, and resulting business cases
- Manage arts and heritage budgets and manage the allocation of Council funding to support for the development of services and projects in the arts and museum sectors
- Research and review related government outcomes and implications to the arts and heritage portfolio.
- Lead project management for key, high profile arts and heritage projects
- Development of contracts or memoranda of understanding with selected groups and key relationships, and monitor and manage related accountabilities.
- Oversee delivery of the Public Art Programme and the specific arts projects within that programme.
- Support and coordinate the Public Art Panel, or any alternative advisory groups.
- Provide regular reporting to Council on impacts and monitoring of the arts and heritage delivery across Council activities
- Actively seek and lead applications for alternative funding for the arts and heritage portfolio.
- Provide advice to council officers on engagement strategies for the Public Art Panel.
- Curate the artworks on display in the Roderick and Gillian Deane Community Artspace at Paraparaumu Library and provide guidance, where appropriate, to planning for other arts exhibitions planning in other Council arts spaces

General

- Coordination of the delivery of new assets and the collection of data.
- Be responsible for acquisition, cataloguing, valuation, and maintenance of council-owned artworks throughout the district.
- Support internal council collaboration regarding arts and heritage outcomes, initiatives and other related events as these develop.
- Maintain strong working relationships with key stakeholders, including arts and heritage institutions to support their operations, projects, and programmes
- Support the building of capability within the arts and heritage sector by providing advice and information on development, training, and funding opportunities
- Provide advice, guidance, information and support to the arts and heritage sector organisations, and to individuals
- Provide internal advice and support for Council projects and programmes with an arts and heritage component in the community
- Provide advice or support to the Manager Climate Action and Connected Communities

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge, and Experience

- 10+ years relevant experience in a similar role.
- Positive people management experience
- Relevant arts or heritage tertiary qualification, or equivalent, with experience in research, analysis and report writing
- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organization.
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders, including with other council staff members based on a collaborative, collegial and cooperative working style.
- Understanding and awareness of tikanga Maori and Maori perspectives.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Demonstrated expertise in project management both methodology and practical aspects.
- Demonstrated confidence in working with high profile projects which may attract media interest
- Holder of a current and valid NZ Drivers' licence

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
Legislative Compliance	<ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.

	<ul style="list-style-type: none"> • Ensure Council processes and procedures are complied with.
Customer Service	<ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality.
Teamwork	<ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
Information Management	<ul style="list-style-type: none"> • Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.