

JOB DESCRIPTION
Approved May 2026

Title & Reporting Relationships

Position Title: [Te Reo translation]: Experience Coordinator, Te Ara Whetū Library Hub, Kāpiti Coast District Libraries.

Grade: SP 14

Reports to: Kaiwhakahaere Mātāpuna: Hub Lead Te Ara Whetū, Kāpiti Coast District Libraries.

Direct Reports: Nil

Indirect Reports: Nil

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

Our 'why' is to protect and enhance all that Kāpiti has to offer, to ensure safe and healthy communities and thriving environments.

Kāpiti Libraries deliver services from four physical locations throughout the district and 24/7 online. We are innovators looking to promote and secure both the relevancy and love of libraries into the future.

Within this group the Experience Coordinator role is a unique role within Kāpiti Library Hubs. The role is situated at Te Ara Whetū where there are six bookable space to be activated by community groups and commercial customers.

The ideal candidate for this role will seize the opportunity to creatively develop the offerings in these spaces, strengthening community connection and ensuring these spaces are in high demand.

Purpose

At Kāpiti library hubs we are committed to manaakitanga and whanaungatanga. We welcome you to connect with our people, spaces and collections.

Mission

We deliver our purpose by acknowledging our past, our present and aspiring to always improve: Me huri whakamuri, ka titiro whakamua.

Vision

To understand our communities and intentionally evolve our services to meet their aspirations and needs.

Internal Customers: This role is responsible for establishing and maintaining professional working relationships with all stakeholders including:

- Hub Lead Te Ara Whetū
- Programme Coordinators across the Libraries
- The wider Council

External Customers:

- Haukāinga and local communities
- Anyone and everyone who would like to hire our spaces

Operations and Admin

The Experience Coordinator, Te Ara Whetū Library Hub, is the key role managing and coordinating meeting rooms and event spaces in the Library Hub. At times the Experience Coordinator will be delegated special projects from the Hub Lead or Library Manager to implement in the Library Hub. They deliver frictionless, end to end booking and event/experience management, ensuring spaces are popular, busy, professionally presented. They take pride in supporting high quality visitor experiences and are part of a team building an outstanding reputation for Te Ara Whetū.

Success in the role will be achieved by:

- Excellent Customer Service Skills – Proactive competent, engaged and responsive to the community.
- Te Tiriti: Seizing opportunities to build understanding of Te Tiriti o Waitangi and a comprehension of tikanga and kawa of the local iwi Ngāti Toa Rangatira; Ngāti Haumia, Ngāti Raukawa Me Nga Hapu o Ōtaki, and Te Āti Awa ki Whakarongotai.
- Connection: Maintains a close working relationship with the Hub Lead, and the Programme Coordinators to activate spaces within Te Ara Whetū.
- Competency: Respected for revenue generation, marketing ability, warm and inclusive networking style, service delivery and creativity by their colleagues and clients.
- Admin: System expertise in booking process and software system, as well as all associated financial processes including systems managing payment/refunds/invoicing etc
- Adaptable and Knowledgeable: Life-long learner striving for continuous development.
- Professionalism: Role models professionalism in communication and behaviour which promotes organisational values.

Hub Services

- Deliver exceptional, consistent visitor experience, ensuring every guest feels welcomed and valued
- Act as a concierge for bookings and events, managing the full lifecycle from enquiry to delivery
- Coordinate room setup, presentation, and readiness, ensuring spaces meet high standards
- Manage guest requests and special arrangements, liaising with internal teams such as IT and Property
- Support visitor flow and maximise usage of Te Ara Whetū spaces
- Promote Te Ara Whetū, its services and programmes through active marketing and engagement
- Proactively connects with businesses, community groups, organisations, and partners to increase bookings and maximise the use of Te Ara Whetū spaces.
- Support a beautiful, functional, and welcoming environment that reflects community pride
- Resolve guest concerns and last minute issues calmly and professionally
- Maintain confidentiality and trust in all customer interactions
- Work collaboratively with colleagues to ensure consistency, alignment, and shared capability
- Support Te Ara Whetū as a space that enhances social, cultural, environmental, and economic wellbeing
- Support continuous health and safety and reporting building maintenance issues.

Personal Key Results

- Demonstrates a passion for delivering memorable, personalised experiences that consistently exceed expectations.
- Communicates clearly, confidently, and professionally in both written and verbal interactions.
- Is highly organised and able to manage multiple bookings, priorities, and logistical requirements at the same time.
- Take responsibility for self-development to enhance skills and knowledge applicable to current and future positions.
- Contributes to increasing room bookings, utilisation, and community engagement through proactive promotion and relationship building.
- Maintains a high level of attention to detail, ensuring accuracy across systems, bookings, and service delivery.
- Remains calm under pressure and responds quickly to resolve issues while making sound decisions.
- Confidently uses booking systems, digital tools, and operational platforms.
- Builds strong and positive relationships with customers, colleagues, and partners.
- Shows initiative and takes ownership, demonstrating a proactive and solutions focused approach.
- Adapts well in a dynamic environment where priorities can change from day to day.
- Actively seeks opportunities to improve ways of working and enhance the visitor experience.

- Demonstrate commitment to organisational values through behaviour in line with our caring, dynamic and effective approach to customer service, and our libraries' Purpose, Mission and Vision statement.

Health and Safety

This role is expected to champion health & safety excellence. All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying workplace hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Responsibilities relating to health and safety include but are not exclusive to;

- Visibly demonstrating to stakeholders that good health and safety practices are an integral part of the Council culture.
- Integrating health and safety requirements and expectations into daily business making decisions.
- Proactively monitoring the resources required to achieve agreed health and safety performance targets.
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities.
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, 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

- 3-5 years regional experience coordinating events, bookings, or facilities.
- Qualification/s in Business Administration, Event Coordination, Hotel Management, Hospitality, Customer Service, or similar. Experience in high pressure customer facing, hospitality or guest service environments that demonstrates the ability to deliver high quality customer experiences will be considered.
- Digital competency – able to operate and learn a variety of computer systems.
- A willingness to speak and support Te Reo Māori.
- Understanding of Te Tiriti o Waitangi, its historical significance and its contemporary application.
- Future Focused: Champion of innovation, and new and improved ways of operating.
- Excellent verbal and written communication skills.
- Excellent customer-focused service skills
- Competent multitasker with great time management.
- 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

Kāpiti 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	• 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	• 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	• 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.

	• Ensure Council processes and procedures are complied with.
Customer Service	• 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	• 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	• Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	• 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	• 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	• 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.