

JOB DESCRIPTION
Approved July 2026

Title & Reporting Relationships

Position Title:	Te Āpiha tautoko, whakatika Kaupapa, Project Support Officer, Climate Action and Connected Communities Team, Customer and Community Group
Grade:	SP12
Reports to:	Manager Waste Projects
Direct Reports:	NIL
Indirect Reports:	As may be required pending the nature of a project or specific section of work programme
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; Customer Experience, 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, waste facilities 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 Project Support Officer role works within the Waste Projects sub-team to provide a full range of administration and technical support to the Climate Action and Connected Communities Manager and the team members. The role will be required to manage existing reporting, regulatory and contracting processes as well as manage, monitor and review the administration/ data gathering systems and processes. The role will also support the team with customer service, meetings, events and projects which will require flexibility in working hours as these may be scheduled outside of normal working hours.

Day to day the role varies and provides an entry-level opportunity into waste minimisation, and includes:

- Supporting or developing waste minimisation initiatives
- Overseeing waste licencing including data collection and compliance with the Solid Waste Bylaw (2021).
- Assist with contract management
- Assist with workshops & education program delivery
- advocate for sustainable waste management practices within Council, local businesses, and the community.

All members of the Customer and Community Group and in particular the Climate Action and Connected Communities team are expected to actively liaise with members of cross council teams to ensure that an integrated approach to sustainable operations, planning, design, and delivery is achieved.

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

Internal Customers:

- Manager Waste Projects
- Members of the Waste Projects team, Climate Action and Connected Communities Team and wider Customer and Community Group
- Group Manager and Asset Management staff
- Staff from all other areas of the Council

External Customers:

- Service Providers
- Consultants
- Contractors
- Community Groups
- Education centres
- Representatives from other agencies/Councils
- Residents

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

General Administration

- Manage the teams' administration systems and procedures to ensure system procedures and protocols operate effectively with up-to-date documentation that is accessible and accurate. Where necessary assist with implementing new procedures and protocols as required.
- Manage organisation of paper, electronic files and take meeting minutes as required by the team members.
- Work with Records Management staff to ensure best practice for cross referencing and selected access coding of material.
- Assist with clearing e-mails (as required by the Manager).
- Undertake photocopying and scanning, mail merges as required.
- Assist with the administration of contracts when required.
- Initiate and maintain a communication database including setting up email groups and recording details of relevant parties that the Manager and the team work with
- Assist team members with the use of various computer applications and assist with document formatting, production of tables, charts, presentations and other actions as required.
- Pro-actively raise issues with processes or applications with the Manager and suggest solutions to increase efficiency.
- Assist with on-boarding of new staff members.
- Use the service request system to derive reports and data for quarterly reporting and other purposes as directed by the Manager.
- Assist with replying to Service Requests and other queries when required.
- Assist the team members with the production of notices and communication material related to the team activities.
- Assist the team members with the monitoring and editing of Council's web pages to ensure the pages relating to the sustainability and resilience activity are up to date.
- Assist the team members with preparation of educational or other communications material.

Meetings

As required by the Manager

- Organise meetings, arrange venues and possible catering.
- Prepare and distribute agenda and other documents.
- Take and prepare minutes/actions lists as required.

Projects Administration

- Assist with or set up and maintain systems to ensure project information is up to date and easily available.
- Assist with and/or manage data and data sourcing for Council's carbon & energy management projects and annual audits.
- Undertake data research and assist with reporting and data management for waste licensees.
- Assist with the development of the emissions education programme and assist with delivery when required.
- Undertake kerbside collection monitoring to support the waste minimisation team.
- Assist the waste minimisation team with events management.
- Assist the Waste Projects Manager with management of residents interests' groups and complaints management.
- Assist with the preparation and organisation of public workshops and stakeholder events and provide on-site practical support as required.

- From time-to-time, provide hands-on assistance to project managers, e.g. with procurement of technical resources and tender documents, status reports or presentations.
- Look to improve work processes where possible in a constructive and positive manner.
- Source and establish a record of articles, reports and other associated public information as required by the team managers.
- Undertake miscellaneous research / data compilation tasks (as required by the manager).

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.
- Be an advocate for sustainable waste management practices within Council, local businesses and the community.

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

- 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 organisation.
- 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.

- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Holder of a current and valid NZ Drivers' licence
- Relevant working experience in roles with similar requirements.
- 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 organisation.
- Effective communication skills, both oral and written.
- Demonstrated high level of computer literacy and efficient and effective use of Microsoft Office, MS Word, MS Excel and ability to learn new systems and processes.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Demonstrated ability to comprehend and manage a diversity of information.
- Demonstrated experience developing filing systems and associated information retrieval processes.
- Demonstrated ability to work effectively to deadlines.
- Ability and willingness to work flexible working hours due to the nature of meetings which may be scheduled outside of normal working hours.

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	• 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.