

POSITION DESCRIPTION

RAMJO Net Zero (JONZA) Project Manager 2026

CLASSIFICATION	RAMJO Net Zero (JONZA) Project Manager
SALARY	\$122,320 per annum, plus 12% employer contribution to superannuation
VEHICLE	Kilometre allowance or possible vehicle usage on an as needs basis
REPORTING TO	RAMJO Executive Officer
EMPLOYMENT TYPE	Full-time fixed Term till 31 December 2026 with possibility of extension dependent on funding
POSITION CONTACT	RAMJO Executive Officer
THE ORGANISATION	Riverina and Murray Joint Organisation (RAMJO)
OUR ORGANISATION	<p>Joint Organisations are legislated groupings of regional councils across NSW. The Riverina and Murray Joint Organisation (RAMJO) comprises the following 12 LGAs: Albury City, Balranald Shire, Berrigan Shire, Edward River, Federation, Griffith City, Hay Shire, Leeton Shire, Murray River, Murrumbidgee, Narrandera Shire and Wentworth Shire.</p> <p>NSW Joint Organisations operate to fulfill three primary roles, as follows:</p> <ol style="list-style-type: none"> 1. Regional strategic planning and priority setting 2. Advocacy and leadership 3. Intergovernmental cooperation. <p>RAMJO works extensively and collaboratively with our member Councils and our Associate members, along with the wider Joint Organisation (JO) network to deliver our Strategic Regional Priorities and advocate on behalf of RAMJO communities.</p> <p>At RAMJO, we strive to create a culture conducive to learning, personal accountability, creativity and strong relationships in an encouraging environment. We are looking for those who complement our values, vision and problem-solving approach to everyday delivery of our organisational purpose.</p>
OUR VISION	<p>A thriving and resilient Riverina-Murray region, built on collaboration, innovation and inclusive growth across social, environmental, and economic priorities.</p> <p>Our focus is on three strategic pillars:</p> <ul style="list-style-type: none"> • Social wellbeing, • Environmental wellbeing, and • Economic wellbeing.
OUR VALUES	<ul style="list-style-type: none"> • Collaboration: We achieve more together. We are stronger when we share resources, information, and intelligence, working collectively to deliver outcomes no single council could achieve alone.

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	<ul style="list-style-type: none"> • Integrity: We act with transparency, accountability, and alignment. Our decisions are principled, our processes are open, and we are united in our regional purpose. • Equity: We value every community across our diverse region. We work collegiately to ensure that all voices are heard, respected, and reflected in our shared priorities. • Impact: We focus on meaningful and sustainable outcomes. We prioritise initiatives that deliver measurable results and lasting value, underpinned by sound financial stewardship. • Leadership and Trust: We lead with purpose and respect. We advocate with integrity, welcome new perspectives, and foster mutual respect and trust in all our partnerships.
<p>THE POSITION</p>	<p>RAMJO Net Zero (JONZA) Project Manager</p>
<p>BACKGROUND</p>	<p>The Sustainable Councils program, delivered by the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW), supports local governments in regional NSW to save energy and money, reduce emissions, and set a path to net zero</p> <p>The Purpose of this grant is to build capacity and capability within regional JOs to support the delivery of net zero outcomes for their member councils</p> <p>The grant program will:</p> <ul style="list-style-type: none"> • Provide an opportunity for JOs to establish or accelerate a net zero pathway for their member councils; • Increase the capacity of JOs to identify and implement projects that directly reduce emissions for councils, or progress the region’s net zero trajectory; • Strengthen collaboration between State and local governments to improve the delivery of net zero outcomes in line with community expectations;
<p>KEY RESPONSIBILITIES</p>	<p>Advance RAMJO’s three primary roles by ensuring value for RAMJO member councils and state agency partners through management and coordination of the Joint Organisation Net Zero Acceleration (JONZA) program. The role includes, but is not limited to:</p> <p><i>Project Management</i></p> <ul style="list-style-type: none"> • Implement the Project Management Plan for JONZA, drawing off the RAMJO Regional Energy Strategy, which includes new goals and focus areas as identified by member councils. This will include typical project management duties such as identifying and managing project risks, key milestones, reporting and project outcomes • Identify, assess and pursue relevant regional programs, grants and activities, to help advance JONZA and identified RAMJO Regional Energy Strategy recommendations

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- Work with partner JO JONZA representatives to identify and co-deliver approved projects
- Proactively work with member council staff to ensure project deliverables are accomplished
- Preparation of relevant grant reports, grant acquittals and grant stakeholder communication forums
- Maintain time, budget and resourcing targets in-line with key deliverables
- Prepare and deliver quarterly reports to the RAMJO Board and General Manager's Advisory Committee, and other regional teams as required
- Identify, document and manage project risks and delays
- Prepare and monitor project budgets
- Supervise staff and contractors/consultants, where required
- Draft media releases, where required
- Write grant applications, where required
- Ensure administrative functions are completed in a timely and accurate manner
- Maintain flexibility and use initiative to complete tasks
- Constructively contribute to the culture and ongoing development of RAMJO.

Stakeholder Management

- Liaise with the 12 RAMJO member councils, key stakeholders and state agency partners to deliver the JONZA Project Management Plan
- Liaise with the 12 RAMJO member councils, key stakeholders and state agency partners to deliver the identified recommendations from the 2025 Regional Energy Strategy
- Liaise with member councils to identify and follow up funding opportunities, assisting in grant applications where appropriate.
- Work collaboratively with other JO's across NSW in delivering the key objectives of JONZA and relevant Energy and Sustainability priorities
- Provide advice to the RAMJO Executive Officer, member councils and State partners on Energy and Sustainability matters of interest
- Champion the value of RAMJO and the broader JO network as a positive, collaborative local government entity
- Uphold and adhere to RAMJO's good governance and decision-making practices

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<p>Other Responsibilities:</p>	<p>Perform other tasks or duties as directed by the RAMJO Executive Officer, not limited to but including;</p> <ul style="list-style-type: none"> • Acting as a Proxy for the Executive Officer as required in matters of Net Zero, Energy Strategy or policy • Other reasonable tasks or duties within the scope of RAMJO's broader work
<p>KEY RELATIONSHIPS</p>	<p>Internal: RAMJO Executive Officer and staff, Member Council staff, RAMJO Energy Sub-committee, RAMJO Board, RAMJO General Managers/CEO's Committee and other RAMJO sub-committees, where required.</p> <p>External: DCCEEW and other state agencies including, subject matter experts and other Joint Organisations.</p>
<p>ESSENTIAL CRITERIA</p>	<ol style="list-style-type: none"> 1. Qualifications in project management and/or extensive relevant experience 2. Demonstrated achievement in delivering outcomes from project management, including the ability to develop and implement management plans 3. An interest in and / or experience in Energy / Net Zero, environmental or sustainability fields 4. High level stakeholder engagement and relationship building skills 5. Creative and analytical problem-solving skills including ability to research and analyse complex issues, strong initiative and judgement to formulate and coordinate responses and capability for the interpretation and application of large volumes of information. 6. Self-motivated, outcomes focused and the ability to work under pressure 7. Excellent oral and written communication skills, including excellent negotiation and interpersonal skills 8. High level of initiative and able to work independently without direct supervision 9. Current Class C Drivers license
<p>DESIRABLE CRITERIA</p>	<ol style="list-style-type: none"> 1. Local Government experience in NSW or demonstrable knowledge of Local Government 2. Experience in using energy and carbon tracking tools such as Sunspot and Cassora 3. Experience in Local Government procurement practices

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FURTHER CRITERIA	
AUTHORITY AND ACCOUNTABILITY	<ul style="list-style-type: none"> • Work well individually and as part of a team to focus on the regulatory, legislative and governance requirements of RAMJO • Accountability for upholding JO'S governance systems, reporting and compliance
SPECIALIST KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Proven ability to apply governance knowledge to meet NSW Local Government requirements • Advanced knowledge of key office applications and records management systems
JUDGMENT AND PROBLEM SOLVING	<p>Proven ability to:</p> <ul style="list-style-type: none"> • Be solution-orientated with well-developed problem solving and lateral thinking skills • Identify opportunities for improvement and act upon them
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Positive disposition with straightforward communication skills • High levels of personal accountability and professional integrity • Ability to provide and receive feedback • Manage expectations of colleagues, senior staff and stakeholders • Respectful and reliable • Establish and maintain strong relationships with internal and external colleagues and stakeholders.
EMPLOYMENT CONDITIONS	<ul style="list-style-type: none"> • This position involves working in a predominantly indoor environment and using a computer and a phone are considered a core component of the role • There may be regular visits to member councils within the RAMJO footprint and within NSW • Travel and attendance to events, forums and grant program face-to-face workshops, including overnight stays • The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, such as walking and lifting, along with general manual handling tasks as part of a normal working environment. • Location at time of appointment: RAMJO footprint.