

# POSITION DESCRIPTION

## Net Zero Project Manager

CLASSIFICATION	Net Zero Project Manager
SALARY	\$120,000+ 10.5% employer contribution to superannuation
VEHICLE	Kilometre allowance or access work vehicle provided as required
REPORTING TO	Executive Officer
EMPLOYMENT TYPE	Fixed Term for 12 months with possibility of extension based on funding. Full time.
POSITION CONTACT	Nicola Gleeson– 02 6023 8791
OUR ORGANISATION	<p>Joint Organisations are legislated groupings of regional councils across NSW. The Riverina and Murray Joint Organisation (RAMJO) comprises the following 11 Councils: Albury City, Berrigan Shire, Carrathool Shire, Edward River, Federation, Griffith City, Hay Shire, Leeton Shire, Murray River, Murrumbidgee and Narrandera Shire.</p> <p>We collaborate with these Councils, along with neighbouring JOs to deliver on regional strategic priorities and advocate on behalf of RAMJO communities. 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	To create a thriving region abundant in sustainable communities via collaborating effectively through strategic planning, priority setting, advocating, engaging with governments and key stakeholders to ensure the long term sustainability, wellbeing and liveability of the region's communities.
OUR VALUES	<p>We are a values driven organisation and these values underpin everything we do:</p> <ul style="list-style-type: none"><li>• <b>Communication</b> – We are honest, transparent, clear, robust, respectful and timely with our communication.</li><li>• <b>Authentic</b> – We harness our diversity and work to our strengths by inviting and respecting our unique perspectives, talents and feedback.</li><li>• <b>Cohesive</b> – We are committed to reaching our common goal together, so we speak with one voice on regional views.</li><li>• <b>Evidence Based</b> – Our decisions are based on evidence and are aligned with local, regional and state strategic priorities.</li><li>• <b>Reliable</b> – We trust each other to be consistently reliable.</li><li>• <b>Visionary</b> – We focus our attention on the big picture and challenge and support each other to be visionary and innovative in our thinking.</li></ul>

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THE POSITION	Net Zero Project Manager
KEY RESPONSIBILITIES	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>Formulate a project implementation plan for the RAMJO Regional Energy Strategy, including risk management, key milestones and projected outcomes.</li> </ul> <p>Key Regional Energy Strategy outcomes should include :</p> <ul style="list-style-type: none"> <li>Switch of small scale sites to Shell contract</li> <li>Tariff reviews</li> <li>Regional procurement opportunities</li> <li>Power purchasing agreement / energy supply agreement</li> <li>Smart meters, funding and council buildings</li> <li>Mid-scale solar</li> <li>Electric vehicle Transport strategy</li> </ul> <ul style="list-style-type: none"> <li>Working closely with member council staff to ensure project deliverables are accomplished.</li> <li>Assisting in the preparation of relevant grant reports, grant acquittals and grant stakeholder communication forums</li> <li>Maintaining time, budget and resourcing targets in line with key deliverables.</li> <li>Manage risks and delays as required.</li> <li>Maintain, review and update the strategy's aims and outcomes</li> </ul> <p><b>Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>Liaise with the 11 RAMJO member councils, stakeholders from the Office of Energy and Climate Change, and subject matter experts to move the Regional Energy Strategy forward with clear and demonstrated outcomes.</li> <li>Liaise with member councils to identify and follow up funding opportunities, assisting in grant applications where appropriate.</li> </ul> <p><b>Other Responsibilities</b></p> <p>Perform other tasks or duties as directed by the RAMJO Executive Officer or Office Manager not limited to but including;</p> <ul style="list-style-type: none"> <li>Acting as a Proxy for the Executive Officer as required in matters of Energy Strategy or policy.</li> </ul>
KEY RELATIONSHIPS	<p><b>Internal:</b> RAMJO Executive Officer and staff, and relevant staff in participating Member Councils, RAMJO Energy Subcommittee, RAMJO Board.</p> <p><b>External:</b> Office of Energy and Climate Change, subject matter experts at Simply Sustainable and 100% Renewable, and other Joint Organisations.</p>
ESSENTIAL CRITERIA	<ol style="list-style-type: none"> <li>Demonstrated project management experience.</li> <li>Well-developed stakeholder engagement and management skills, including the ability to communicate and build rapport across a wide range of audiences.</li> <li>Excellent time management and organisational skills demonstrated by situational awareness and ability to prioritise workload.</li> <li>Evidenced capability for the interpretation and application of large volumes of information.</li> <li>Well-developed time management and organisational skills.</li> <li>Proficiency in key office applications and records management systems.</li> </ol>

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<b>DESIRABLE CRITERIA</b>	<ul style="list-style-type: none"> <li>7. Local Government experience in NSW or demonstrable knowledge of Local Government.</li> <li>8. An interest in and / or experience in Energy.</li> <li>9. Class C (standard) Driver's Licence.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>10. Preferably in a NSW Local Government capacity.</li> <li>11. Working in a lean and agile team environment.</li> </ul>

<b>FURTHER CRITERIA</b>	
<b>AUTHORITY AND ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Work well individually and as part of a team to focus on the regulatory, legislative and governance requirements of RAMJO.</li> <li>• Accountability for managing the Joint Organisation's governance systems, reporting and compliance.</li> </ul>
<b>SPECIALIST KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Proven ability to apply governance knowledge to meet NSW Local Government requirements.</li> <li>• Advanced knowledge of key office applications and records management systems.</li> </ul>
<b>JUDGMENT AND PROBLEM SOLVING</b>	<p>Proven ability to:</p> <ul style="list-style-type: none"> <li>• Be solution-orientated with well-developed problem solving and lateral thinking skills.</li> <li>• Identify opportunities for improvement and act upon them.</li> </ul>
<b>INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Positive disposition with straightforward communication skills.</li> <li>• High levels of personal accountability and professional integrity.</li> <li>• Ability to provide and receive feedback where an opportunity arises.</li> <li>• Manage expectations of colleagues, senior staff and stakeholders.</li> <li>• Respectful and reliable.</li> <li>• Establish and maintain strong relationships with internal and external colleagues and stakeholders.</li> </ul>
<b>EMPLOYMENT CONDITIONS</b>	<ul style="list-style-type: none"> <li>• 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 other work locations. 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.</li> <li>• Location at time of appointment: RAMJO footprint.</li> <li>• Fixed term full-time position with flexibility of hours/days by arrangement.</li> </ul>