

POSITION DESCRIPTION

RAMJO Energy and Sustainability Project Manager 2024

CLASSIFICATION	RAMJO Energy and Sustainability Project Manager
SALARY	\$116,812 plus 11% employer contribution to superannuation
VEHICLE	Kilometre allowance or access work vehicle provided as required
REPORTING TO	Executive Officer
EMPLOYMENT TYPE	Full-time fixed Term for 12 months with possibility of extension based on funding. =
POSITION CONTACT	Yvonne Lingua – Executive Officer
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>NSW Joint Organisations operate to fulfil 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	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, well-being and liveability of RAMJO’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"> • Communication – We are honest, transparent, clear, robust, respectful and timely with our communication. • Authenticity – We harness our diversity and work to our strengths by inviting and respecting our unique perspectives, talents and feedback.

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	<ul style="list-style-type: none"> • Cohesion – We are committed to reaching our common goal together, so we speak with one voice on regional views. • Evidence Based Approaches – Our decisions are based on evidence and are aligned with local, regional and state strategic priorities. • Reliability – We trust each other to be consistently reliable. • Visionary – We focus our attention on the big picture and challenge and support each other to be visionary and innovative in our thinking.
<p>THE POSITION</p>	<p>RAMJO Energy and Sustainability Project Manager</p>
<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>Project Management</p> <ul style="list-style-type: none"> • Develop a Project Management Plan for JONZA, drawing off the RAMJO Regional Energy Strategy, and include 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 • Work with member council staff to ensure project deliverables are accomplished • Assist in the 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 • Identify, assess and pursue relevant regional programs, grants and activities, to help advance JONZA and the RAMJO Regional Energy Strategy • 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. <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Liaise with the 11 RAMJO member councils and associate member councils, key stakeholders and state agency partners to build on the successes of the Regional Energy Strategy with clear and demonstrated outcomes • 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 JO priorities • Provide advice to the RAMJO Executive Officer, member councils and State partners on Energy and Sustainability matters of interest

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	<ul style="list-style-type: none"> 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 <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 Energy Strategy or policy Other reasonable tasks or duties within the scope of RAMJO’s broader work
KEY RELATIONSHIPS	<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: Office of Energy and Climate Change and other state agencies, subject matter experts and other Joint Organisations.</p>
ESSENTIAL CRITERIA	<ol style="list-style-type: none"> Qualifications in project management and/or extensive relevant experience Demonstrated achievement in delivering outcomes from project management, including the ability to develop and implement management plans High level stakeholder engagement and relationship building skills 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. Self-motivated, outcomes focused and the ability to work under pressure Excellent oral and written communication skills, including excellent negotiation and interpersonal skills High level of initiative and able to work independently without direct supervision Current Class C Drivers license
DESIRABLE CRITERIA	<ol style="list-style-type: none"> Local Government experience in NSW or demonstrable knowledge of Local Government An interest in and / or experience in Energy and Net Zero approaches Experience in procurement management practices

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

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JUDGMENT AND PROBLEM SOLVING	Proven ability to: <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 other work locations including within the RAMJO footprint and within NSW• 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.