

## Position Description

<b>Employer:</b>	Illawarra Shoalhaven Joint Organisation (ISJO)
<b>Division:</b>	Resilience
<b>Position Title:</b>	Regional Net Zero Program Coordinator
<b>Reports to:</b>	Manager Regional Resilience Programs
<b>Roles reporting to:</b>	Nil
<b>Employment type:</b>	Full time - 35 hr / wk - 12 month contract – extension subject to funding
<b>Location:</b>	Based in Kiama, NSW – required to travel at times throughout the region
<b>Date prepared:</b>	31 January 2023
<b>Prepared by:</b>	Roger Stephan (CEO) & Nicole Parsons (Mgr. Regional Resilience Programs)

### About the Region

The Illawarra Shoalhaven comprises the local government areas of Wollongong, Shellharbour, Kiama and Shoalhaven and covers 4,759 km<sup>2</sup>. The region is home to close to 430,000 people and substantially more in peak tourism periods. Its geography is characterised by extensive areas of parks and reserves, major water systems and open coastline with 43% of its area exhibiting high environmental value.

### About our Organisation

The Illawarra Shoalhaven Joint Organisation (ISJO) is an authority operating within the framework of the NSW Local Government Act 1993.

In general terms, Joint Organisations provide a way for local councils and the NSW Government to work together in delivering things that matter the most to regional communities. They represent a commitment to collaborate in the long term to develop and support a shared vision for regions. The ISJO came into being on 1 July 2018 and was instrumental in piloting the Joint Organisation model.

Local government has a long history of cooperation in our region having worked together in various forms, the earliest being the Illawarra Regional Organisation which commenced in 1975. The ISJO has been at the forefront of initiatives to enhance opportunities for regional communities and is rapidly growing.

With the objective therefore of making a sustainable, liveable and safe region, the ISJO's role is to:

- (a) Establish strategic regional priorities and develop and deliver strategies and plans to achieve them,
- (b) Provide regional leadership and to be an advocate for strategic regional priorities, and
- (c) Identify and take up opportunities for inter-governmental collaboration on regional issues.

The ISJO works in partnership with our member Councils, State agencies, the network of Joint Organisations as well as peak bodies in helping achieve the best possible outcomes for our region's communities. We derive the bulk of our income from grant funding and income generating activities.

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## About the Position

As the Regional Net Zero Program Coordinator you will be responsible for delivering value to ISJO member Councils, State agency partners and our local communities through the development of integrated and locally relevant emissions reduction strategies and plans. With a focus on regional leadership in the transition to net zero, you will facilitate the development of regional frameworks, enabling effective collaboration and increasing member Council capacity for delivery of net zero outcomes.

With a GRP in excess of \$23 million, our region is defined by major manufacturing, coal, steel making and port facilities alongside technology, defence, research and medical industries. Aside from industrial energy requirements, the region is also home to over 430,000 people with an additional 12 million tourists annually.

The current transition to clean and low-carbon energy will see large scale investment in hydrogen production, gas-fired power generation, offshore wind farms and gas pipeline infrastructure. These transformative projects will support emissions reduction and require a strategic framework for benefits to be realised.

A key priority will therefore be a building of alignment between the various stakeholder programs working on energy initiatives within and for the region.

Reporting directly to the Manager Regional Resilience Programs, responsibilities will include:

- Establish and facilitate a Regional Energy Group with key stakeholders and partners
- Develop a Regional Energy Strategy to support Councils and stakeholders on the net zero journey
- Progress identified projects including low emission fleet, community energy resilience models and opportunities aligned with the proposed Illawarra Renewable Energy Zone (REZ), and
- Collaboratively develop individual Council Energy Plans embedded in Integrated Planning and Reporting (IP&R) structures.

## About You

The position requires a skilled and qualified individual with demonstrated experience and a record of success in project management, high level stakeholder management, climate change and one or more of the following: environmental programs, sustainability or energy strategy.

Direct experience in the development of energy management strategies would be an advantage.

We are looking for someone with highly developed interpersonal skills and an ability to build rapport, trust and effective partnerships with both internal and external stakeholders. An ability to tailor approaches to differing audiences will be required as will a positive and professional attitude, a commitment to the setting and promotion of high levels of customer service and an ability to contribute positively to a collaborative team environment.

You will be a self-driven and motivated individual who can manage multiple concurrent tasks and prioritise needs. In doing so you will remain flexible in meeting the needs of the organisation and our member Councils. You will use your problem-solving skills to formulate and provide aligned responses, understanding that you have autonomy to act and negotiate matters related to the program in accordance with the parameters of our funded implementation plan.

Demonstrated ability to research and provide written reports, develop and implement strategic plans and to present information to the Joint Organisation network, State agencies and the ISJO and Council leadership teams will be required.

Finally, knowledge of and a demonstrated ability to effectively engage with local government stakeholders is an important aspect of this position. You will recognise and embrace the challenges of managing consultation and delivering projects at a regional level with staff over whom your position has no direct management.

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## Key Accountabilities and Responsibilities

- In general:
  - Collaborating with ISJO member Councils on net zero pathways
  - Delivering net zero outcomes for Councils and the region
  - Data gathering and management relevant to progressing net zero outcomes
  - Coordinating with State government and other key stakeholders, and
  - Fulfilling reporting requirements and project governance, monitoring and evaluation.
- Coordinate the Illawarra Shoalhaven Regional Energy Group, including:
  - Identifying and establishing stakeholder collaborative stakeholder connections
  - Facilitating regular meetings with outcome driven agendas
  - Providing group governance and reporting structures, and
  - Framing and supporting a network which can progress regional and individual plans and realises collaborative opportunities and efficiencies.
- Coordinate the development of a Regional Energy Strategy with collaborative input from member Councils, State agencies and other identified stakeholders which enables a framework to embed actionable pathways for effective delivery of net zero outcomes. This will include:
  - Mapping of existing Council climate change and net zero policies, strategies and plans
  - Building alignment with State and Federal policies, priorities and targets
  - Researching strategic opportunities with industry and non-government stakeholders, and
  - Providing actionable pathways for alignment with the ISJO's Statement of Strategic Regional Priorities and member Council local plans.
- Progress the implementation of plans for identified and scoped regional emissions reduction projects, including but not limited to: Low Emission Fleet Transition, Community Energy Resilience Model, and Sustainable Procurement Benchmarking.
- Participate in the Joint Organisation strategic working group with the aim of sharing program learnings and enabling problem solving and support in delivery. Identify and adapt suitable emissions reduction projects through learning from the network for delivery in the ISJO region.
- Facilitate the development of individual Council Energy Plans which are aligned with the regional strategic framework and are mapped to existing Council climate change and net zero policies, strategies and plans.
- Support ISJO and Council staff in embedding Council Energy Plans into local IP&R structures.
- Deliver well researched reports for the ISJO Board and other identified regional teams.
- Represent ISJO as required to confirm that regional and member Councils interests are advocated and programs deliver QBL outcomes for local communities.
- Provide specialist advice and support knowledge and capacity building across the region for effective transition to net zero.
- Carry out other tasks and responsibilities as may be required and assigned based on the changing needs of the organisation or Government priorities, consistent with skills and abilities as directed by the ISJO Chief Executive Officer or line Manager.
- Ensure adherence to individual responsibilities under the Work Health and Safety Act 2011 and Regulations 2017.

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## Position Criteria

### **Essential**

- Qualifications and direct experience in one or more of the following: environmental science, climate change, renewable energy, sustainability or a related field
- Professional experience in the development and implementation of net zero pathways, energy efficiency, renewables and other emissions reduction activities or a demonstrated ability, based on previous success, in quickly gaining credibility in such complex and demanding activities
- Demonstrated high level of achievement as a self-motivated and outcomes focused individual who can work independently as well as being an integral part of a high achieving small team
- Highly developed inter-personal and stakeholder management skills and the ability to use sound judgement and adjust approaches when dealing with a range of parties
- Demonstrated ability, preferable within a government environment, to develop management plans including actionable pathways based on interpretation of policies, plans and relevant legislation
- Achievements in delivering project management outcomes with an ability to coordinate projects with staff in multiple location and over which the position has no direct control
- Excellent oral and written communication including negotiation, presentation and interpersonal skills
- Valid Class C driver's licence and a preparedness to travel within the region

### **Desirable**

- Local Government experience
- Understanding of the National Energy market
- Experience in applying for and delivering government grants



The Illawarra Shoalhaven Joint Organisation acknowledges the traditional owners of the lands upon which we operate – the Aboriginal people of the Dharawal and Yuin nations. We pay respects to all Aboriginal and Torres Strait Island peoples and their Elders past, present and emerging and commit to recognition and reconciliation in our common home of Australia.