

Position Description

Position title	Information Modeller	Salary Range	
Reporting to	Principle Manager, Knowledge Platforms	Position Level	4
Term	2 year contract with view to extension; hourly rate contractors will be considered for a term of 12 months	Financial Delegation	TBA
Division	Knowledge and ICT Services	Position Approved by	CEO
Number of direct reports	Nil	Approval Date	

The Global CCS Institute Objective

The Global Carbon Capture and Storage (CCS) Institute works collaboratively to build and share the expertise necessary to ensure that carbon capture and storage (CCS) can make a significant impact on reducing the world's greenhouse gas emissions.

The Institute connects parties around the world to address issues and learn from each other to accelerate the deployment of CCS projects through the sharing of knowledge, fact-based advocacy and assisting projects.

Purpose of the position

This role will lead development and implementation for data capture, analysis and reporting solutions within the Institute.

Key Responsibilities

- Enterprise information modelling
- Data analysis for projects and non-projects
- Taxonomy management
- Solution architecture for data analysis and data capture systems

Key Role Competencies

- Highly effective written and verbal communication skills and the ability to assimilate complex instructions and make reliable interpretations.
- Ability to facilitate collaborative actions between different stakeholder groups.
- High level of self motivation and standards with the ability to multi-task; balancing "analysis" with "doing".
- Ability to explain complex concepts in layman's language;
- Ability to analyse issues and problems systematically, gathering broad and balanced input, drawing sound conclusions and translating conclusions into timely decisions and actions.
- Enthusiasm and demonstrated passion and understanding of issues related to sustainability, climate change and knowledge sharing.
- Is tactful, diplomatic and works with integrity, honesty and respect for others.
- Demonstrated knowledge of quality standards, legislation and best practice.
- Be adaptable, able to prioritise and work under pressure to meet deadlines.

- Motivates individuals and teams to achieve high performance.

Institute Core Competencies

- Sharing of knowledge (Level: Innovate, coach & guide): Proactively shares and leverages own knowledge with colleagues, member and stakeholders. Identifies and addresses information gaps to build Institute's capabilities.
- People management (Level: Skilled application): Manages the development of self and others to enhance individual performance and the people capabilities of the Institute. Channels differences and conflict constructively to develop positive working relationships and enhance performance.
- Communication (Level: Skilled application): Communicates effectively via multiple media to promote understanding and appropriate action across diverse audiences and situations.
- Planning and organising (level: Skilled application): Establishes, supports or implements processes that effectively sequence identified tasks. Allocates resources appropriately towards achievement of the Institute's objectives.
- Delivery orientation (Level: Innovate, coach & guide): Identifies, anticipates and articulates member or internal customer needs; is responsive to meeting these needs in an appropriate timeframe and manner. Appreciates that a service delivery mind-set is a critical part of the Institute's success.
- Conceptual thinking & innovation (Level: Skilled application): Applies new perspectives to existing problems; identifies trends/patterns and proposes novel forms of analysis and explanation.
- Influencing & advocacy (Level: Innovate, coach & guide): Achieves stakeholder support and backing through the active and positive promotion of the Institute, its objectives and the value of CCS as a climate change solution.
- Teamworking & collaboration (Level: Skilled application): Participates fully as a team member or leader in the pursuit of common goals, rather than working in isolation or competitively. Collaborates effectively across teams, with other individuals and stakeholder groups in the Institute and externally.

Experience & Educational Requirements

Essential:

- 5+ years implementing data analysis and reporting systems
- Hands-on experience with MS Sharepoint, MS Access and SQL Server
- Experience in building data warehouses for mid-size organisations
- Strong skills with relational data modeling
- Experience in technical architecture
- Experience with capturing functional and technical requirements
- Strong skills with MS excel

Desirable:

- Experience in semantic modelling techniques
- Knowledge of the energy / climate change space from a business perspective
- Experience with large - mid-size corporate clients
- Strong skills with web taxonomy management
- Experience with web content management systems such as Drupal
- Experience with online survey management systems

Key Relationships

Internal Stakeholders

ICT Team

Knowledge Management Team

Membership Team

All internal staff

External Stakeholders

Members

Network members (projects)

Consultants

General Public