

Position Description

Position title	Research Assistant - EA	Salary	
Reporting to	General Manager – Knowledge and ICT	Position Level	2
Term	2 year contract with view to extension; hourly rate contractors will also 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 be responsible for supporting the Institute's General Manager – Knowledge and ICT Services and will also provide assistance in research, data analysis and content management.

Key Responsibilities

- Executive assistance
- Project plan tracking
- Budgetary tracking and cost management
- Research assistance
- Management support
- Content management

Key Role Competencies

- Effective written and verbal communication skills and the ability to assimilate complex instructions and make reliable interpretations.
- High level of self motivation and standards with the ability to multi-task; balancing "analysis" with "doing".
- 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.
- Adaptable, able to prioritise and work under pressure to meet deadlines.

Institute Core Competencies

- Sharing of knowledge (Level: Skilled application): 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: Effective application): Establishes, supports or implements processes that effectively sequence identified tasks. Allocates resources appropriately towards achievement of the Institute's objectives.
- Delivery orientation (Level: Effective application): 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: Effective application): Applies new perspectives to existing problems; identifies trends/patterns and proposes novel forms of analysis and explanation.
- Influencing & advocacy (Level: Effective application): 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: Effective 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.

Essential:

- At least 2 years in executive assistance
- At least 2 years as a research analyst
- Experience with MS Office products such as office and excel
- Some level of experience (work or personal) with social media and web content writing
- Some experience with project budgeting and time tracking

Desirable:

- Experience in web content management
- Advanced experience with MS excel and access
- Experience in building marketing and analysis databases

Key Relationships

Internal Stakeholders

Knowledge Management Team

Projects Team

All internal staff

External Stakeholders

Members

Network members (projects)

Consultants

General Public