



Position title	Member Relations and Administration Specialist
Business unit	Asia Pacific
Manager	Country Manager - China
Direct reports	N/A

About the Global CCS Institute

The Global CCS Institute accelerates carbon capture and storage, a vital technology to tackle climate change and provide energy security. The Institute has staff based in the United States, Canada, Belgium, Japan, China, and Australia.

We advocate for CCS as a crucial component in a portfolio of technologies required to reduce greenhouse gas emissions. We drive the adoption of CCS as quickly and cost effectively as possible by sharing expertise, building capacity and providing advice and support to overcome challenges. Our diverse international Membership comprises governments, global corporations, small companies, research bodies and non-government organisations committed to CCS as an integral part of a low-carbon future.

Purpose of the position

This role is part of the Asia Pacific team, which provides technical subject matter expertise, manages relationships with our Asia Pacific members and facilitates knowledge sharing networks.

Reporting to the Country Manager - China, the Member Relations and Administration Specialist will manage and build relationships with Institute Members, international CCS projects, industry, consultants and Institute staff.

This role will organise and host meetings, seminars and workshops to provide information and knowledge to Institute members and the broader CCS community as well as provide general administrative support to the China office.

Key responsibilities

Member Relations

- Establish and manage positive business relations and collaborative partnerships with Institute members, key industry representatives, technology suppliers, researchers, consultants and other significant stakeholders to address China member requirements.
- Identify, advise and share knowledge of relevant CCS issues with Institute China members.

Events Management

- Organise and host meetings, seminars and workshops for Institute members in China.
- Engage and manage external suppliers to assist with event planning and management.
- Prepare and collate relevant reports and presentations for use at workshops and seminars in collaboration with Institute staff.
- Assist with the Institute's global activities and events outside China as required.



General Administration Support and Contract Management

- Manage drafting and review of contracts for the China office.
- Provide general administration assistance for the China office including filing, binding of papers, taking and typing of minutes, creation of documents and presentations, and other administrative support as required.
- Manage the China office program of translations, including key reports and communications with members and other stakeholders in China.
- Provide financial administrative support to the China office, including but not limited to the management of invoicing processes, reimbursements, procurement and domestic travel bookings.

Skills and experience

Essential

- Relevant qualifications and/or experience in a similar administration based role, including finance, travel and events.
- Demonstrated customer focus experience.
- Fluency in written and spoken Mandarin and English.

Desirable

- Experience working with or servicing the China government sector, including NDRC and NEA.
- A good understanding of broader CCS issues and the global climate change debate.
- Experience in contract management.
- Certified English/Mandarin translator.



Values

Our Values define our culture and guide us internally in our day-to-day work. Each Value is supported by examples of positive and negative behaviours. These are examples only and not an exhaustive list of supporting behaviours.

<p>Quality - We strive for excellence in all that we do. For our members, we are a trusted, knowledgeable and responsive partner known for exceptional advice and service delivery.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Achieves high standards — Improves the way things are done — Work is accurate and timely — 'Gets under the skin' of issues and seeks ways to add value — Uses systems effectively e.g. CRM — Allocates resources appropriately towards achievement of the Institute's objectives — Shows awareness of task interdependencies and monitors tasks to ensure optimal results 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Misses deadlines — Produces limited or poor quality work output — Work includes inaccuracies or errors — Unresponsive to member requests or responses not timely — Provides only what is asked for, without considering requests within broader context — Uninterested in member needs or improving service performance — Focuses on tasks in isolation, at the expense of other work
<p>Collaboration - We work cooperatively with colleagues and our members. Our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Proactively and genuinely collaborates with others as a normal way of working — Actively engages with others on their input — Considers a range of perspectives before reaching a conclusion — Approachable and shares information willingly — Actively participates in discussions and is appropriately assertive and sensitive in expressing own opinion — Communicates effectively via appropriate channels — Communicates appropriately for the audience and situation 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Works in isolation, in silos or competitively — Unwilling to collaborate or share information — Limited or no communication to manage expectations of members and colleagues — Solicits input late, after a decision has been made or not at all — Feels threatened by those with greater or different knowledge or experience — Undervalues expertise of others — Communication is not tailored to the audience — Unable to convey complex information simply — Communication is ineffective or culturally inappropriate
<p>Integrity - We hold ourselves and each other to the highest standards in all we do and say. Our actions and communications are member-responsive, socially, environmentally and economically responsible, ethical and respectful of diversity.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Complies with Institute policies and procedures — Is honest and ethical — Respects backgrounds and expertise of others — Treats people fairly, equitably and respectfully — Leads by example – 'walks the talk' — Conveys difficult messages effectively and appropriately 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Takes risks without understanding or considering the impact — Blames or makes others responsible for a problem they should deal with themselves — Operates in a political and self-serving manner — Sees cost management as someone else's responsibility — Avoids tough conversations — Tackles sensitive issues in a public forum where others can overhear — Spreads gossip and speaks unkindly about others