

Position Title	Senior Consultant Policy and Commercial
Business Unit	Commercial
Manager	Principal Consultant Policy, Legal and Regulatory, dotted line to Branch Representative Japan
Direct Reports	N/A
Location	Tokyo
Role type	1.0 FTE, 2-year contract
Significant relationships	Liaise and engage with Client Engagement, specifically colleagues in Japan, and Advocacy teams, Members and clients to execute and deliver commercial outcomes.

Position purpose

The Senior Consultant Policy and Commercial operates globally with a specific focus on Japan and is responsible for business development and delivery of consultancy services to achieve revenue targets.

Key responsibilities

- Identify and develop specific opportunities to provide consultancy services to clients including client liaison, negotiation and writing proposals
- Deliver consultancy services to clients, at the agreed utilisation rate, contributing to overall revenue targets
- Support the ongoing development and implementation of the Institute's Business Development Strategy
- Participate in business planning activities
- Maintain deep knowledge of policy and commercial issues relevant to CCS, markets, trends, industry practices, regional, global and subject matter developments
- Maintain and comply with commercial related system process and procedure requirements, such as accurate and timely data input
- Other duties as required

Skills and experience

Essential

- Strong technical writing skills, specifically for clients and or external parties
- Demonstrated commercial acumen and business development skills
- Relevant experience in identifying opportunities, building strategic relationships and networks internally and with clients, managing clients and pursuing new business
- Relevant experience related to CCS or climate policy:
 - in a consulting or engineering organisation providing services to CCS projects, or
 - as an employee of a CCS project, technology developer or relevant governmental organisation
- Recognised expert in field of specialisation
- Relevant tertiary qualification

Desirable

- Experience working in a global organisation with a matrix structure

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 and clients, 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 requests or responses not timely — Provides only what is asked for, without considering requests within broader context — Uninterested in needs of others or improving service performance — Focuses on tasks in isolation, at the expense of other work
<p>Collaboration - We work cooperatively with colleagues, clients and 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 — 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 and client-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