

<b>Position Title</b>	Manager - GCC Region
<b>Business Unit</b>	Client Engagement
<b>Manager</b>	General Manager Client Engagement
<b>Direct Reports</b>	Administration Assistant (to be recruited)
<b>Location</b>	Masdar City, Abu-Dhabi
<b>Role type</b>	1.0 FTE, 2-year fixed term contract
<b>Significant relationships</b>	Liaise and engage with: <ul style="list-style-type: none"> <li>■ New and existing members, clients and strategic partners;</li> <li>■ Internal subject matter experts and Project Delivery Managers to scope commercial outcomes; and</li> <li>■ Advocacy team to execute advocacy strategy and deliver key messages.</li> </ul>

## Position purpose

The Manager - GCC Region will be the local representative for the Global CCS Institute in the GCC region to achieve the Institute's ambitious growth strategy by developing profitable business opportunities with new and existing Members and clients. The Manager - GCC region will also lead on regional CCS market development needs.

## Key responsibilities

- Build a targeted pipeline of potential new members and clients in the GCC region to achieve approved revenue targets for the region
- Create, maintain and grow effective relationships with potential new and existing members and clients
- Promote the Institute's services amongst target sectors in government and industry as appropriate and assess future levels of local demand
- Identify, develop and deliver local Institute-branded CCS community events, such as seminars, workshops or webinars
- Identify and engage with potential CCS-related partners in the region
- Advise and guide Institute management on local market development opportunities
- Lead internal communications on local CCS-related activities and trends
- Manage local operations, including staff, budget and day-to-day activities such as
  - Administrative, HR and finance support,
  - Office lease enquiries and procurement,
  - Contract management with relevant third parties, and
  - Coordination with third parties as required

## Skills and experience

### Essential

- Demonstrated experience in a similar role with an engineering, energy, government or consultancy organisation
- Deep knowledge of CCS and energy transition issues, whether in a project development, strategy, policy and advocacy or applied analysis context
- Tertiary qualification in a related field, such as engineering, business or international relations
- Previous local experience in the GCC region in a client-facing role with applied understanding of business practices and preferences
- Relevant experience in identifying opportunities, building strategic relationships and networks internally and with clients, managing clients and pursuing new business
- People management experience

### Desirable

- Experience in B2B business development and relationship management activities
- A strong existing network amongst local industry, government bodies, agencies and businesses that are most likely to be part of a new CCS community
- Experience in working independently to build a strong local business presence from an initially small beginning, as well as developing staff and resources to match growing service demands
- Experience working in a global organisation with a matrix structure
- Proficiency in Arabic

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