

<b>Position Title</b>	Senior Consultant Legal and Regulatory
<b>Business Unit</b>	Commercial
<b>Manager</b>	Principal Consultant Policy, Legal and Regulatory
<b>Direct Reports</b>	N/A
<b>Location</b>	Australia or UK
<b>Role type</b>	1.0 FTE
<b>Significant relationships</b>	Liaise and engage with Client Engagement, and Advocacy teams, Members and clients to execute and deliver commercial outcomes.

## Position purpose

The Senior Consultant Legal and Regulatory operates globally 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 legal and regulatory 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, specifically legal and regulatory analysis:
  - in a law firm or consulting organisation providing services to CCS projects, or
  - as an employee of a CCS project, technology developer or relevant governmental organisation
- Recognised expertise in field of specialisation
- Relevant tertiary qualification

**Desirable**

- Experience working in a global organisation with a matrix structure
- Proficiency in a language from the Asia Pacific or EMEA region, in addition to English

## 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>