GLOBAL CCS INSTITUTE

Position Title	CCS Analyst
Business Unit	Commercial
Manager	Senior Consultant, Storage
Direct Reports	N/A
Location	Melbourne, Australia
Role type	1.0 FTE
Significant relationships	Liaise and engage with ■ Client Engagement team to develop CCS project descriptions and identify new CCS projects ■ Advocacy team to support thought leadership outputs and to support advocacy activities; and ■ Commercial team to support Members and clients with timely and accurate CCS project information

Position purpose

The CCS Analyst is the Institute's key person responsible for the maintenance and updating of the CO2RE database of global CCS projects and information as well as assistance with geospatial data analysis and management.

Key responsibilities

■ Maintain the CO2RE database of CCS projects and information

■ Develop CCS project descriptions to accurately reflect the CCS project in the CO2RE database

■ Responsible for data acquisition, entry and management of CCS-related information contained in the CO2RE database

■ Lead the annual review of the CO2RE database, including reaching out to external stakeholders and updating the database accordingly

■ In conjunction with the Senior Consultant Storage and Global IT Manager, assist with system maintenance, improvement projects and upgrades as needed, including coordination with staff and service providers

■ Be the point of contact internally on CCS facilities

■ Assist with data acquisition and management for geospatial data analysis (GIS) and map development

■ Manage information requests from Members and external stakeholders as appropriate

■ Other duties as required

Skills and experience

Essential

- Demonstrated research and analytical skills
- Tertiary qualification in a relevant Science or Engineering field or equivalent experience
- Ability to deliver detailed and accurate work outputs
- Knowledge of databases

Desirable

- Experience with ArcGIS, QGIS (or equivalent)
- Knowledge of carbon capture and storage technologies
- Basic knowledge on web sites backend management (e.g. Wordpress)
- Documentation

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.

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.

Positive behaviour examples	Negative behaviour examples
Achieves high standards	Misses deadlines
Improves the way things are done	Produces limited or poor quality work output
Work is accurate and timely	Work includes inaccuracies or errors
'Gets under the skin' of issues and seeks ways to add value	Unresponsive to requests or responses not timely
Uses systems effectively e.g. CRM	Provides only what is asked for, without considering requests within broader context
Allocates resources appropriately towards achievement of the Institute's objectives	Uninterested in needs of others or improving service performance
Shows awareness of task interdependencies and monitors tasks to ensure optimal results	Focuses on tasks in isolation, at the expense of other work

---

Collaboration - We work cooperatively with colleagues, clients and Members. Our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.

Positive behaviour examples	Negative behaviour examples
Proactively and genuinely collaborates with others as a normal way of working	Works in isolation, in silos or competitively
Actively engages with others on their input	Unwilling to collaborate or share information
Considers a range of perspectives before reaching a conclusion	Limited or no communication to manage expectations
Approachable and shares information willingly	Solicits input late, after a decision has been made or not at all
Actively participates in discussions and is appropriately assertive and sensitive in expressing own opinion	Feels threatened by those with greater or different knowledge or experience
Communicates effectively via appropriate channels	Undervalues expertise of others
Communicates appropriately for the audience and situation	Communication is not tailored to the audience
	Unable to convey complex information simply
	Communication is ineffective or culturally inappropriate

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.

Positive behaviour examples	Negative behaviour examples
Complies with Institute policies and procedures	Takes risks without understanding or considering the impact
Is honest and ethical	Blames or makes others responsible for a problem they should deal with themselves
Respects backgrounds and expertise of others	Operates in a political and self-serving manner
Treats people fairly, equitably and respectfully	Sees cost management as someone else's responsibility
Leads by example – 'walks the talk'	Avoids tough conversations
Conveys difficult messages effectively and appropriately	Tackles sensitive issues in a public forum where others can overhear
	Spreads gossip and speaks unkindly about others