

Position Title	Advocacy and Communications Manager, APAC
Business Unit	Advocacy
Manager	General Manager Advocacy and Communications
Direct Reports	Advocacy and Communications Adviser
Location	Melbourne, Australia
Role type	Fixed Term Contract - Full Time – 18 months
Significant relationships	Liaise and engage with: <ul style="list-style-type: none"> ■ Commercial team to promote thought leadership outputs; ■ Client Engagement team to promote key messages; and ■ Members and clients to position CCS as an integral part of a low carbon future

Position purpose

The Advocacy and Communications Manager APAC is responsible for delivering the Institute’s advocacy strategy to ensure maximum impact for the Institute and accelerating the deployment of CCS.

Key responsibilities

- Execute advocacy strategy aligned with strategic priorities
- Lead the development and implementation of the advocacy and communications plan for the region
- Identify and follow relevant policy development within the region and actively share updates internally
- Proactively identify opportunities to engage with Members on advocacy and policy developments
- Support the development of the Status Report
- Identify advocacy needs with different stakeholder groups and design strategies to effectively communicate the Institute’s messages and priorities
- Manage strategic external relationships
- Educate key stakeholders through workshops, roundtable discussions and other forums
- Liaise and build relationships with media and provide advice and media responses as necessary
- Promote the Institute at events and in the media, delivering key messages
- Manage key events and forums including logistical planning and stakeholder identification/invitation
- Lead the communications function in the region including
 - Member and client collateral
 - Communications tools, speeches, op-eds, presentations, social media, monthly newsletter, annual review and event marketing materials
 - Internal communications to highlight successes and developments
 - Website content and publishing
- Ensure currency and application of corporate branding and the style guide as well as media, social media and copyright policies
- Other duties as required

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Skills and experience

Essential

- Demonstrable track record of developing and implementing measurable and high impact advocacy, and government relations; additionally, experience with media and communication strategies is desirable
- Sound understanding of policy development at an Australian state and federal level
- Knowledge of the energy and climate change landscape and CCS fundamentals
- Excellent English written and verbal communication skills, including the ability to clearly articulate complex issues in a compelling way for a variety of audiences
- Relevant qualification

Desirable

- Experience working in a global organisation with a matrix structure

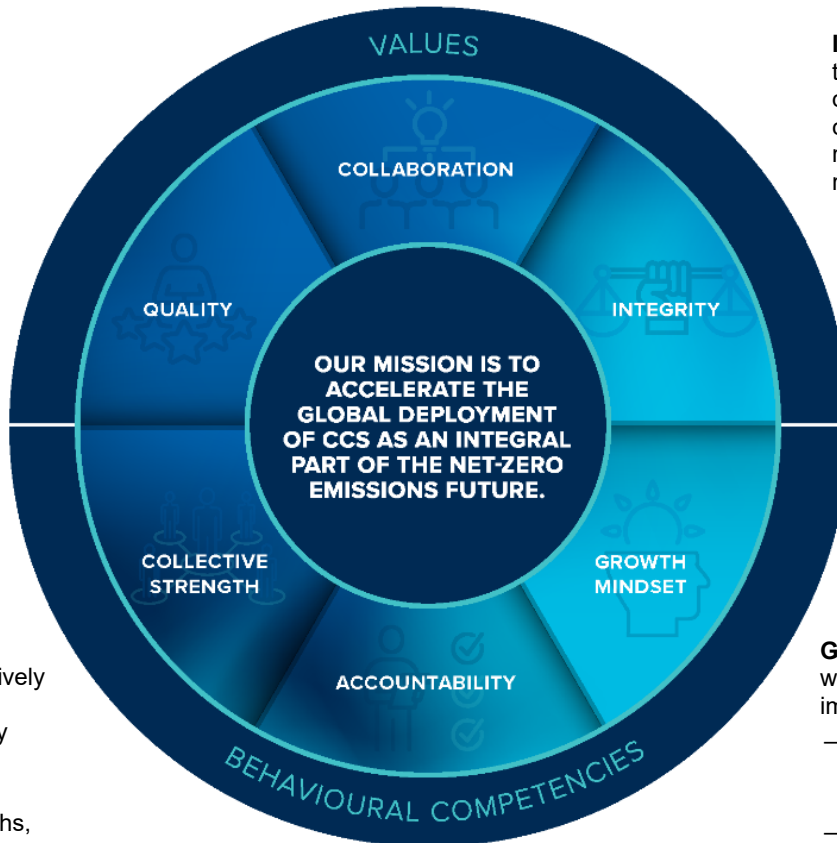
Values

Our Values underpin the way we do things at the Institute and guide us internally in our day-to-day work. The following Behavioural Competencies align with Our Values with the aim to amplify each aspect and are essential to ensure the achievement of Our Mission.

Collaboration - We work cooperatively and our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.

Quality - We strive for excellence in all that we do. We are a trusted, knowledgeable and responsive organisation known for exceptional advice and service delivery.

Integrity - We hold ourselves to the highest standards in all we do. Our actions and communications are responsive, ethical and respectful of diversity.



Collective Strength - You actively develop and leverage the Institute's collective strength by

- Honouring and acknowledging your colleagues' skills, strengths, and contributions.
- Building meaningful relationships on a foundation of trust, mutual respect, appreciation and empathy with colleagues, Members, clients, and partners.
- Facilitating people and ideas coming together beyond hierarchical and organisational boundaries through effective communication, knowledge sharing, and proactively seeking input.
- Exhibiting dedication to our purpose, your role, and what we can achieve together.

Accountability - You hold yourself and others accountable by

- Taking personal responsibility for deliverables.
- Keeping a focus on delivering outputs that are accurate, timely, and of a high standard.
- Acknowledging ownership and accountability to promote solutions.
- Identifying areas for improvement across the Institute and appropriately providing feedback to those responsible.

Growth Mindset - You seek ways to continuously learn and improve by

- Fostering an environment open to diverse ways of thinking and operating.
- Seeking, providing, and responding to feedback in a productive and respectful manner.
- Recognising the limits of your own experience and skills and taking proactive steps to grow them.
- Embracing failures, challenges, and setbacks as opportunities for growth and learning.
- Engaging in honest self-reflection and actively applying lessons learnt.