

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

Position purpose

The Associate Legal and Regulatory operates globally and is responsible for supporting Commercial team outputs and delivery of consultancy services to achieve revenue targets.

Key responsibilities

- Support the Policy, Legal and Regulatory team to
 - provide market-valued, authoritative insights and analysis to Members and clients
 - deliver Thought Leadership
 - develop business development opportunities
- 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
- Develop 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

- Twelve months commercial Postgraduate or Paralegal experience
- Accomplished technical writing skills, specifically for Members, clients and external parties as required
- Demonstrated experience in legal and regulatory analysis
- High attention to details, and an ability to review and edit client or Member-focused materials
- Undergraduate Law Degree or Juris Doctorate



Desirable

- Professional 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
- 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

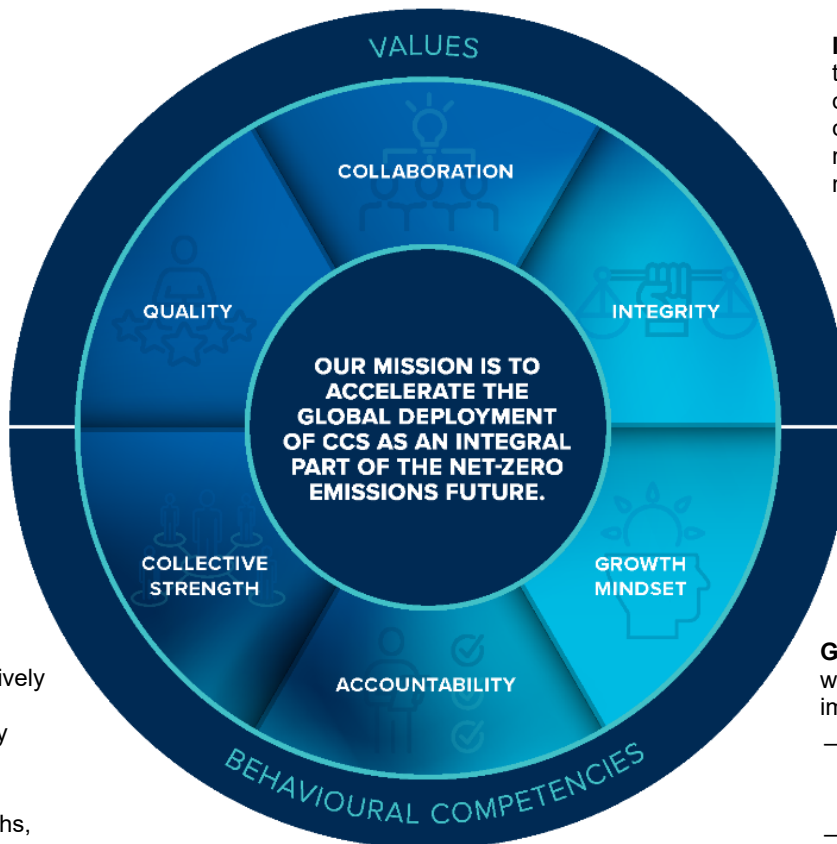
Values

Our Values 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.