

POSITION DESCRIPTION	
TITLE	Head of Americas
TEAM	Strategic Advocacy, Growth and Engagement
REPORTS TO	General Manager, Strategic Advocacy
ROLE TYPE	Full-time (On-going)
LOCATION	United States of America
DIRECT REPORTS	3 x Senior Regional Manager Americas

HOW YOU CONTRIBUTE	
<p>The Strategic Advocacy, Growth and Engagement team leads the Institute’s external engagement and influence efforts, ensuring our voice shapes CCS policy, public understanding, and industry direction across regions. The team works collaboratively across regions and functions, manages relationships with Members, government stakeholders, and strategic partners, while delivering regional advocacy campaigns, events, and tailored support for fee-for-service and consortia work.</p>	
YOUR ROLE	<p>The Head of Americas drives and champions regional growth of CCS through cultivating strategic relationships, business development, member engagements, funded projects, delivering projects, events, thought leadership outputs, and developing partnership initiatives, while leading the Americas team to deliver strategic advocacy that shapes CCS policy and direction in line with the Institute’s mission.</p>
RESPONSIBILITIES - % are an estimate and may vary throughout the year	<p>CLIENT SERVICES</p> <p>Membership/Advocacy 30%</p> <ul style="list-style-type: none"> • Lead and oversee Business Development activities in the Americas, including maintaining, engaging, and growing effective relationships with existing and new members to understand their needs and deliver value. • Develop and implement regional strategy aligned with strategic priorities, including state, country, region, and sectorial aspects. • Represent the Institute in strategic advocacy forums or working groups. • Build and sustain trust-based relationships with key stakeholders. • Collaborate and coordinate with other regional teams to maximize impact across global members. • Deliver technical content as part of Member services. • Review CO2RE database for quality control and data entry. • Implement the global public affairs strategy, supporting on the ground requirements and working closely with the Head of Public Affairs. <p>FFS/Consortia/Partnerships 25%</p> <ul style="list-style-type: none"> • Support delivery of funded projects under the consortia model. • Contribute expertise to client engagements or technical deliverables. • Coordinate with internal and external stakeholders on project outcomes. • Support the Partnerships team through identification, development, and facilitation of partnership opportunities. <p>THOUGHT LEADERSHIP 15%</p> <ul style="list-style-type: none"> • Publish reports, blogs, or insights aligned with annual KPIs. • Mentor and support team members in delivering impactful content. • Contribute to the development and review of thought leadership pieces, including the Global Status Report.

	<ul style="list-style-type: none"> Ensure outputs align with organisational messaging and strategy. <p>EVENTS 10%</p> <ul style="list-style-type: none"> Participate and support in planning and delivery of events (e.g. workshops, webinars, conferences). Represent the Institute at relevant external events. Support post-event follow-up and impact tracking. <p>VALUES, CULTURE AND PEOPLE LEADERSHIP 20%</p> <ul style="list-style-type: none"> Manage and lead a team, fostering growth, performance, and cross-function collaboration. Manage team priorities and workloads aligned with strategic priorities. Adhere to and demonstrate the People Leadership Principles. Administration and support activities to ensure smooth delivery and operations. Contribute to the Institute’s culture by embodying our Values and Behavioural Competencies. Other duties as required.
QUALIFICATIONS	Relevant tertiary qualifications.
ATTRIBUTES	<ul style="list-style-type: none"> Collaborative Humility Analytical Results-focused Team Player Commercially astute Integrity
SKILLS	<ul style="list-style-type: none"> Strategic planning and thinking Technical content delivery Stakeholder management CCS expertise Business development and relationship building skills Advanced communication
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> Remote role Occasional travel required

OUR VALUES AND BEHAVIOURAL COMPETENCIES

Our Values and Behavioural Competencies define the culture we’re building at the Institute, grounded in respect, accountability, and collaboration. They guide how we collaborate to deliver impact for CCS and drive positive global change. Upholding ‘above the line’ behaviours reinforces this culture, while calling out ‘below the line’ behaviours helps protect it – as individuals, in teams, and across functions. Together, these expectations shape how we show up, support one another, and contribute to a positive, high-performing workplace.

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

	INTEGRITY	We hold ourselves to the highest standards in all we do. Our actions and communications are responsive, ethical and respectful of diversity.
BEHAVIOURAL COMPETENCIES	COLLECTIVE STRENGTH	You actively develop and leverage the Institute's collective strength.
	ACCOUNTABILITY	You hold yourself and others accountable.
	GROWTH MINDSET	You seek ways to continuously learn and improve.
ABOVE THE LINE BEHAVIOURS		BELOW THE LINE BEHAVIOURS
<ul style="list-style-type: none"> - Demonstrates openness and curiosity - Collaborates effectively and engages proactively with others - Responds promptly and takes accountability for their actions and decisions - Looks for opportunities to improve processes and practices - Communicates clearly and appropriately, adapting their style to suit the audience - Values others' input when making decisions and acts with integrity, humility, and honesty - Engages in difficult or challenging conversations in a respectful and productive way 		<ul style="list-style-type: none"> - Displays defensiveness and negativity - Makes excuses or places blame on others - Avoids accepting responsibility or accountability - Criticises others unnecessarily - Works in isolation without collaboration - Produces work of poor quality - Misses deadlines and key milestones - Withholds information and feels threatened when asked for clarification - Demonstrates ineffective communication skills - Spreads gossip or speaks unfavourably about others