

POSITION DESCRIPTION	
TITLE	Head of Communications
TEAM	Global Research and Analysis
REPORTS TO	General Manager, Global Research and Analysis
ROLE TYPE	Full-time (On-going)
LOCATION	UK
DIRECT REPORTS	<ul style="list-style-type: none"> • Strategic Communications Manager, UK based • Communications Manager, Australia based

HOW YOU CONTRIBUTE	
<p>The Global Research and Analysis team is responsible for leading the Institute’s technical content, thought leadership, strategic partnerships and consortia, and public affairs activity. The team delivers credible, high-quality research and analysis that shapes global and regional carbon management priorities.</p> <p>Team members represent the Institute in technical forums, produce content for reports, publications, and events, and lead the development of messaging and materials that support the Institute’s public affairs and communications objectives, such as media engagement, key messages, and positioning on key issues.</p>	
YOUR ROLE	The Head of Communications develops and implements the Institute’s global communications strategy, shaping how we engage and communicate externally to advance our mission. This role will oversee the function while maintaining hands-on responsibility to deliver key communication products.
RESPONSIBILITIES	<p>COMMUNICATIONS STRATEGY AND PLANNING</p> <ul style="list-style-type: none"> • Under the direction of the General Manager Global Research and Analysis, and in partnership with the Executive team to develop the Institute’s global communications strategy aligned with organisational goals and mission. • Develop and lead implementation of the global communications strategy across the Institute. • Lead the Institute’s global calendar of deliverables, ensuring coordinated planning of reports, thought leadership, events, and publications supported by communications and media plans. • Ensure alignment between organisational priorities, editorial direction, and communications processes. • Ensure internal alignment with external communications, supporting staff awareness of key messaging, priorities, and campaigns. <p>DIGITAL CHANNELS AND COMMUNICATIONS DELIVERY</p> <ul style="list-style-type: none"> • Manage and grow the Institute’s digital communications channels, including the website and social media. • Develop and implement initiatives to increase reach and engagement across digital platforms. • Partner and manage contracts with third parties as required to support website development, social media, and other communications initiatives. • Develop and monitor communications performance metrics, including media reach, audience engagement, and digital impact, to inform continuous improvement. <p>CONTENT, MESSAGING, AND EDITORIAL</p>

	<ul style="list-style-type: none"> • Translate technical outputs into accessible narratives that resonate with policy, industry, and public audiences. • Ensure brand and message alignment across communications and technical content to enhance clarity, credibility, and impact. • Develop, review, and maintain branding and master templates for communication products as required. • Provide editorial guidance to staff contributing to Institute publications, commentary, and thought leadership. <p>MEDIA AND EXTERNAL ENGAGEMENT</p> <ul style="list-style-type: none"> • Proactively identify and pursue opportunities to increase the Institute’s brand recognition and influence public discourse, including through media, commentary, op-eds, and events. • Strategise and lead media engagement, including proactive pitching, spokesperson preparation, and management of responsive media enquiries. • Build and maintain strong relationships with global media outlets, policy influencers, industry stakeholders, and partners. • Provide guidance on reputational risks and issues management, including preparation of messaging and responses to emerging issues affecting the Institute. • Support the Executive team with strategic communications, including messaging, talking points, presentation support, and media preparation. <p>VALUES, CULTURE AND PEOPLE LEADERSHIP</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	Tertiary qualification in Policy, Communications, Arts, Political Science or related field, and/or equivalent experience.
ATTRIBUTES	<ul style="list-style-type: none"> • Collaborative • Humility • Critical/Strategic thinker • Detail-oriented • Results-focused • Adaptable • Perceptive
SKILLS	<ul style="list-style-type: none"> • Advance written and presentation skills • Stakeholder engagement and management, internal and external • Demonstrable expertise in communications strategy and operational delivery, ideally developed in sustainability or climate change industry • People leadership • Influencing
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Primarily remote with some office attendance required. • Occasional travel required.

OUR VALUES AND BEHAVIOURAL COMPETENCIES		
<p>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.</p>		
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