

POSITION DESCRIPTION	
TITLE	PLRC Lead (Policy, Legal and Regulatory)
TEAM	Global Research and Analysis
REPORTS TO	Principal PLRC
ROLE TYPE	Full-time (On-going)
LOCATION	Australia
DIRECT REPORTS	N/A

HOW YOU CONTRIBUTE	
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. 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.	
YOUR ROLE	The PLRC Lead (Legal and Regulatory) contributes via technical member services, producing thought leadership, supporting strategic advocacy activities and publishing high-quality CCS content aligned with the Institute’s strategic objectives.
RESPONSIBILITIES - % are an estimate and may vary throughout the year	TECHNICAL CONTENT FOR MEMBER SERVICE AND FEE FOR SERVICE PROJECTS 60% - Support the Institute’s global growth and research activities by contributing to proposal development for consulting projects and engaging in strategic business planning. - Conduct both quantitative and qualitative analyses for consulting and member service projects undertaken on behalf of Members and Clients. - Maintain compliance with the Institute’s global research systems and processes, ensuring accurate and timely data entry and management. - Provide authoritative, market-valued insights and analysis to Members and Clients by leveraging comprehensive knowledge of CCS policy, legal and regulatory developments, market dynamics, and industry developments. - Contribute subject matter expertise to projects and initiatives across functions. - Support the development of materials and analysis for inclusion in CO2RE database, relating to PLR content. THOUGHT LEADERSHIP 20% - Publish reports, blogs, or insights aligned with annual KPIs, contributing to the Institute’s thought leadership portfolio. - Support the development and review of technical content. - Ensure all outputs align with organisational messaging, branding, and strategic objectives. - Contribute to global research and analysis initiatives. EVENTS 10% - Participate in the planning and delivery of events such as workshops, webinars, and conferences.

	• Represent the Institute at relevant external events, fostering relationships and promoting our activities. • Support post-event follow-up activities, including impact assessment and reporting. VALUES, CULTURE, AND OPERATIONS 10% • 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 a related field, such as economics, finance, policy, law, or a social science.
ATTRIBUTES	• Collaborative • Humility • Strong attention to detail • Time management • Persuasion • Results-focused • Curiosity • Team player • Analytical • Critical thinking • Self-starter
SKILLS	• Strong communication skills (written and verbal) • Technical writing • Presentation • Relationship and stakeholder management • Legal research analysis and interpretation • Negotiation
ADDITIONAL INFORMATION	• Hybrid 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
- 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		- 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