

AGENCY	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
POSITION NUMBER	TK034
POSITION TITLE	Senior Research Officer (Climate and Energy)
CLASSIFICATION	LE6
SECTION	Trade and Economic
REPORTS TO	Counsellor (Trade and Economic), Australian Embassy Tokyo

ABOUT THE DEPARTMENT OF CLIMATE CHANGE, ENERGY, THE ENVIRONMENT AND WATER (DCCEEW)

The role of DCCEEW is to lead Australia's response to climate change and sustainable energy use, and protect our environment, heritage, and water. We deliver policies and programs to help address climate change and build a more innovative, future ready energy system; protect Australia's unique environment, biodiversity and heritage; manage Australia's water resources for industry and regional communities; and advance Australia's interests in the Antarctic and Southern Ocean.

As part of the Australian Government's climate change and energy agenda, the department is working closely with international partners – including Japan, China, the Republic of Korea and Singapore – to advance practical action on climate change and build new clean energy industries. We are cooperating to deepen collaboration to tackle the global climate challenge; support regional and global energy transformation; build new clean energy trade opportunities for Australia; and increase and diversify clean energy supply chains.

About the Position

The position will provide specialised analysis and advice on issues relevant to the Australia – Japan climate and energy relationship and undertake liaison, coordination and administrative support on behalf of DCCEEW and the Counsellor (Trade and Economic) on climate and energy issues. It will also support broader DCCEEW portfolio responsibilities including environment and water policy areas as required. The position may involve supporting work on broader regional and multilateral climate, energy and environment initiatives that involve Australia and Japan where required.

As a senior research officer, the successful candidate will be expected to be proactive, deliver results with limited supervision, represent DCCEEW and the Embassy in a range of meetings on technical and policy matters, and ensure that regular communication and reporting channels are maintained.

As the position undertakes extensive liaison functions, a very high proficiency in both English and Japanese communication skills (written and oral) is required, including the ability to translate between the two languages and to successfully bridge Australian and Japanese work cultures. The position covers a wide range of complex and evolving issues and requires the ability to undertake and interpret research, and to communicate technical climate and energy concepts.

The key responsibilities of the position include, but are not limited to:

- Monitor, research, and provide specialised analysis and advice on issues affecting Australia's climate and energy relationship with Japan including global climate and energy trends.
- Anticipate emerging issues and provide comprehensive updates, reports and briefs on climate and energy developments in Japan. Lead on strategic initiatives that align with the Australian Government's objectives.
- Represent the Embassy/DCCEEW at official meetings with the Ministry of Economy, Trade and Industry; Ministry of Environment; Ministry of Foreign Affairs; JOGMEC; and other relevant agencies and private sector organisations as needed.
- Work with a high degree of independence and regularly communicate outcomes with DCCEEW and Embassy colleagues.
- Oversee the development and management of programs and briefings for DCCEEW and other senior delegation visits including coordinating and organising meetings and logistics.
- Develop, maintain, and strengthen relationships across a broad range of stakeholders, including Japanese political, bureaucratic, academic and private sector contacts.
- Manage and maintain office systems and strengthen existing knowledge management practices.
- Manage and monitor expenditure for the office and coordinate other financial administration and reporting.
- Provide linguistic and cultural support to DCCEEW in Australia and visiting DCCEEW staff, including translating relevant documents and providing verbal translation at stakeholder meetings as required.

Required Qualifications/Experience/Knowledge/Skills

- Strong research and analytical skills and the ability to provide high quality written and verbal advice and briefings in English.
- Strong ability to think strategically, to analyse and communicate complex information and to use sound judgement.
- Expertise and knowledge of technical aspects of climate and energy policy and technology, and/or the ability to develop skills and proficiency in these areas.
- Appropriate tertiary qualifications and work experience, ideally in climate, energy and environment sectors. An economics background is also desirable.
- High level of proficiency in both Japanese and English, including the ability to engage in Japanese on technical subject matter and to effectively translate between the two languages.
- Strong interpersonal skills, professionalism and liaison skills, including the ability to develop and maintain relationships with a range of stakeholders.
- Strong organisation and communication skills and the ability to report to various teams and to work well as a member of a team.
- Ability to work proactively under limited supervision and multitask across several activities when needed.
- Ability to work in a fast-paced environment and adapt to rapidly changing work situations and circumstances.
- A wide range of contacts or the ability to develop contacts with the Japanese government, academia, research institutes and the private sector.