



# Position Description

<b>Department</b>	Markets
<b>Position Title</b>	Manager, Procurement and Contracts
<b>Reports to</b>	Director, Procurement and Contracts

## Job Summary

The Manager, Procurement and Contracts is responsible for Windlab's procurement and contract formation activities for the engagement of construction contractors, consultants, and suppliers for Windlab's development and construction projects. The Manager, Procurement and Contracts collaborates with a diverse team of experts and advisors including project management, development management, wind engineering, grid connection, finance, approvals, and the environment. Windlab's procurement team is strategically focused on the best competitive outcomes for Windlab's development projects.

The position will be based in Windlab's offices in either Brisbane, Sydney, or head office in Canberra. The role may require occasional travel across Australia and internationally, including to project locations.

## Essential Duties and Responsibilities

**Tendering** – Be responsible for the procurement of construction and project development related contracts, including administration of tender procedures, collaboration with subject matter experts on scope development, preparation of contracts, programming, tender evaluation and preparing recommendations to management for approval.

**Contract Negotiation** – Undertake sophisticated contract negotiations with construction contractors, suppliers, and consultants for Windlab's projects under development. The Manager, Procurement and Contracts will source assistance from Windlab staff and legal advisers as part of the negotiation process to acquire an efficient commercial outcome for Windlab.

**Contract Finalisation** – Perform the finalisation of contracts in accordance with the commercial positions negotiated and agreed with counterparties. The Manager, Procurement and Contracts will collaborate with internal and external partners to ensure that all annexures to the contract are relevant and reflect the commercial agreement between the parties.

**Contractor, Supplier and Consultant Management** – Undertake the initial management of contractors, suppliers and consultants post contract award prior to handover to the relevant Project Manager/Package Manager.

**Risk Management** - The Manager, Procurement and Contracts will assist in the identification and treatment of commercial and procurement risks through the precontract phase of a project

**Contracting Innovations** – Undertake research into innovative contracting solutions that improve commercial outcomes for Windlab's projects. Liaise with the wider Windlab business to incorporate lessons learned into future projects contracting arrangement.

**Continuous Improvement** – Support the improvement and development of commercial and procurement processes in the business.

**Contract Knowledge** – Maintain and develop a knowledge of the standard forms of contracts including recent industry developments. Knowledge of the Australian wind farm construction market, supply chain and forms of contract.

## ADDITIONAL DUTIES AND RESPONSIBILITIES

**Safety** – Be a safety leader by working to Windlab’s safety management system and encouraging your co-workers to do the same.

**Schedule Discipline** – Ability to maintain schedule for a tender through supplier engagement, relationship management and knowledge of achievable tender timeframes.

**Reputation** – Promote and develop Windlab’s reputation as a leader in the field of wind energy analysis, community engagement, development, construction and operations.

**Innovation** – Contribute to innovation and improvement of the wider Windlab group.

# Personal Specification

## ESSENTIAL EXPERIENCE

- Mature professional experience, ideally with at least 5 years relevant work experience
- Experience handling tender processes
- Track record of negotiating and finalising high value multi-disciplinary contracts
- An understanding of safety standards and practices.

## DESIRABLE EXPERIENCE

- Experience in project management, contract management, procurement or project engineering
- Experience in the wind farm and renewable energy industry
- Engineering experience in a relevant renewable energy field
- Proficient use of Microsoft Word, Excel and PowerPoint
- Experience interpreting, crafting and amending construction programmes with Microsoft Project or Primavera P6
- Project management training including PMBOK or Agile

## PERSONAL ATTRIBUTES

- Excellent verbal, written and interpersonal communication skills
- Ability to present and communicate sophisticated analytical data
- Critical thinking and problem-solving ability
- A commercial competence and ability to understand the business impact of procurement decisions
- Able to establish relationships and influence colleagues and external partners
- Able to work with a diverse team and multiple remote counterparties
- Ability to work independently and flexibly
- Pro-active, reliable, and positive demeanour
- Able to travel domestically and internationally

- Australian driving license
- Right to live and work in Australia
- High ethical standards

## EDUCATION/TRAINING

- Relevant tertiary degree level qualification (Engineering, Law, Quantity Surveying, Construction Management, Business or similar)

## WHAT'S IN IT FOR YOU?

- An opportunity to contribute towards a more balanced future for the planet through renewable energy
- Flexible work environment with generous parental and carer's leave
- Competitive Base Salary plus opportunity to earn a bonus
- An opportunity to work with a highly experienced team and line manager

*At Windlab we value the expertise and experience that each individual brings to our workplace. If there is a better way, a fresh perspective, or a counterpoint then we want to hear about it. We like to share knowledge, test thinking, bring the community into the process and ultimately multiply capability. We are looking for people from all backgrounds to join our team and help us make renewable energy cheaper, easier and more reliable. We encourage people from diverse backgrounds including women, Aboriginal and Torres Strait Islanders, people of all backgrounds, ages, sexual orientation, and those with disabilities to apply.*

**Applications for this position are to be submitted by email to [recruitment@windlab.com](mailto:recruitment@windlab.com) and must include a CV and a cover letter**