



Are you ready to join an inclusive workplace that values diversity and collaboration? Windlab is hiring and we want you to join our team.

Exciting opportunity for a Senior Commercial & Contracts Engineer.

The position is a project role for 3 years and will be located in Brisbane with occasional travel to site.

About Us

Our organisational culture is central to our success, and our pillars of character drive everything we do:

- **Speak up** - Make a difference. The biggest challenge humanity faces need big brains, big voices, and fresh perspectives.
- **Respect expertise** - Listen and learn, always. Ability trumps hierarchy. Share smarts and contribute. **Prove it** - Science and business do not progress on assumptions. The problems we are solving deserve robust justification. –
- **Collaborate** -Our skills mix is our superpower. Democratise knowledge, multiply capacity.

Windlab is the 100% Australian global renewable energy company championing the nation's clean energy transition.

We exist to go big on renewables. Fully integrated across the entire renewable energy value chain, Windlab uses world-leading science to find, construct and operate Australia's top-performing renewable energy projects. With almost 24GW currently in development or under construction, and our sights set on our five-year 10GW plan, Windlab has the science, skills and the financial backing required to deliver our ambitious pipeline and **make fossil fuels obsolete**.

About the Role

As the Senior Commercial and Contracts Engineer you will be primarily responsible for assisting with the administration and commercial management of contracts, ensuring they are administered in line with all obligations.

You are responsible for the delivery of projects in accordance with the contracts and to the satisfaction of stakeholders and client. This includes ensuring all KPI's, safety, time, cost of the project is met.

Duties include:

Contract Administration

- Assessment of contractor claims including variations and EOTs
- Preparation of contract notices. The role will include preparation of a high volume of letters, which may not always be contractual in nature.
- Ability to understand and interpret both technical, scope, and project management requirements and resolve how these relate to the contract requirement's
- Overseeing the contractor progress claim assessment and certification process

- Ensuring the required approvals are sought both internally and from the client in accordance with the delegation of authority.
- Maintain contracts register, variation and EOTs registers, contract filing system and commercial document register!
- Preparation of client progress claims and other contractual claims as required.
- Ensure contracts are run in accordance with contract and legislative requirements!

Procurement – Assist with the project’s procurement functions, including:

- Preparation of tenders
- Tender assessments
- Producing tender evaluations and recommendations and seeking approvals
- Contract award, contractor onboarding and supplier set up.
- Provide recommendations into the overall procurement strategy, including contract development and review, scheduling, packaging of work and tender processes.

Cost Control – Assist with the project’s cost control functions, including:

- Supervise financial performance of contractors.
- Update the project cost forecast monthly, update actuals and report against budget.
- Seek the required financial (e.g. budget transfers) approvals both internally and from the client.

Site Management -The Senior Commercial and Contracts Engineer needs to be aware of all ongoing site activities and provide feedback and assistance in the assessment of those activities on the overall project. This will require:

- Some visits to site to verify contractor performance required to verify contract alignment.
- Close liaison with site team

Who we are looking for!

As a key member of the construction project team, you will be a commercially focused individual who has worked on large, multi-discipline construction projects. You will have experience in contract administration, ideally within the renewable energy industry.

You will be team-oriented and dedicated to delivering excellence. With outstanding communication skills and the ability to collaborate with diverse stakeholders, you will thrive in this role. Get brand awareness and take your passion for renewable energy to the next level!

If you are a critical thinker with strong problem -solving skills and a have a passion for improvement, then we would love to hear from you.

Qualifications

- Tertiary qualifications in project management, engineering, quantity surveying or similar
- Project engineers, quantity surveyors or contract administrators

Windfarm delivery experience would be an advantage. We are looking for someone who can make a real impact.

What we offer

- 20 weeks paid parental leave for primary and secondary carers.

- Me Days – 2 additional days per year that you may take whenever you like.
- Extended Caring and Bereavement Leave
- Corporate Volunteering – 2 days per calendar year to volunteer for a recognised non-profit organisation.
- Further education - up to \$15,000 financial assistance and 2 weeks study leave each year.
- Up to \$1,000 professional membership reimbursement
- \$1,500 annual reimbursement for any financial planning sessions you may attend.
- Up to \$1,000 reimbursement for physical exercise pursuits per annum
- Employee Assistance Program
- Educational Sessions offered throughout the year.
- Refer a friend bonus.
- Novated Car Lease
- Hybrid Working options.
- Group Volunteering – organised by Windlab.
- Workplace Giving – we will match your contribution donated up to \$500 per annum. There are 6 charities to choose from.

Don't miss this chance to be part of a vibrant and forward-thinking team! We can't wait to welcome our newest team member. Apply now!

Click [HERE](#) to apply.

- Applicants are encouraged to apply at their earliest convenience. Windlab will remove this advertisement if the position is filled.
- Successful applicants must be eligible to work in Australia and agree to provide information for pre-employment checks if required for the position (which may include police record checks).

We are proud to be recognised as an employer of choice for women by WORK180.

We are a 2024 Circle Back Initiative Employer – we commit to respond to every applicant.

Strictly No agencies

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.

