



Are you ready to join an inclusive workplace that values diversity and collaboration? We are currently recruiting a Senior Contract Manager (Pre Contracts) to join our team in Brisbane or Sydney.

About Us

Windlab is the 100% Australian global renewable energy company championing the nation's clean energy transition. We recognise that we operate on the traditional lands of First Nations peoples who have a continued sacred connection to Country, and with that comes responsibility. Our long-term commitment for reconciliation is to build respectful, trusting, and mutually beneficial partnerships with Traditional Owners and embed respect for Aboriginal and Torres Strait Islander cultures, stories and knowledge in everything we do.

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.

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.

About the Role

As the Senior Contract Manager (Pre-Contracts), you'll be at the forefront of our procurement and contract formation activities, playing a critical role in managing construction contractors, consultants, and suppliers for Windlab projects. Collaborating closely with cross-functional teams, including wind engineering, finance, and approvals specialists, you'll ensure that our projects are strategically positioned for success from the outset.

Key Responsibilities

- Provide support to Procurement leads in developing and managing the procurement processes, from vendor selection to contract negotiation and execution.
- Lead negotiations on major procurement packages.
- Oversee the formation of contracts with construction contractors, consultants, and suppliers, ensuring alignment with Windlab's preferred risk profile, project objectives and strategic goals.
- Develop contract rights and obligation summaries to support the handover of the package from the procurement team to the operational team.
- Collaborate with a diverse team of experts and advisors to drive competitive outcomes and mitigate risks.

- Provide pre-contract commercial support and assistance across all business units.
- Provide mentorship to a team of professionals, fostering a culture of excellence and continuous improvement.
- Occasionally travel across Australia and internationally to project locations, facilitating effective stakeholder engagement and project coordination.

Who we are looking for!

As the Senior Contract Manager (Pre-Contracts), we seek a commercially focused professional with a keen understanding of EPC contracts, engineering specifications and how procurement decisions impact business outcomes. Ideally, you have a tertiary qualification in Law, Quantity Surveying, Finance or Engineering with at least 5 years 'experience in the engineering or renewable energy sector. Your extensive track record in negotiating complex infrastructure construction contracts and finalizing high-value multi-disciplinary contracts will be instrumental to the role's success. We expect you to be a critical thinker with strong problem-solving abilities, coupled with exceptional stakeholder management and communication skills.

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!

Please 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

At Windlab, we wholeheartedly embrace the richness of our diverse workforce. We are a place of belonging for all backgrounds, perspectives, and life experiences that each team member brings. We encourage people of all genders, races, nationalities, orientations and of all abilities to join us. Please reach out if you require any adjustments during our recruitment process or need accommodations related to the role. We are committed to ensuring equitable opportunities for all candidates.

