

Procurement Business Partner

Working for the future of our state.

November 2026

HORIZON POWER

Position Title	Procurement Business Partner (S1612017, S4096H01, S7019H07, S7022H10, S7024H05, F6214H07)		
Division	Finance & Corporate Services (FCS)	Business	Procurement & Supply Chain (P&SC)
Leader Title	Strategic Sourcing Manager (SSM)	Location	Bentley
Level	7	Direct reports	No direct reports
Horizon Power's purpose and link to this position	Delivering clean energy solutions for regional growth and vibrant communities with our shared purpose, values and empowering beliefs drive our culture. This role contributes to the Horizon Power Purpose by leading the efficient and effective delivery of sourcing activities, procurement advisory and processes within a center-led model in line with organisational and procurement requirements that provides compliance and governance, delivers value, and manages key risks for Horizon Power. The role supports the SSM with delivering the P&SC business plan, business as usual, strategic and high risk/sensitive projects.		

Position requirements

- Travel to regional WA as required
- WA Driver's License Class 'C' or 'C-A'
- Reasonable additional hours
- Responsibilities outlined below are indicative only and do not limit Horizon Power in assigning additional responsibilities within the employee's competency, experience, knowledge, and qualifications

Responsibilities – Our Ways of Being

Strategic & high-risk procurement activities	• Implement the P&SC Business Plan, achieving key milestones and delivering measurable outcomes • Deliver strategic and high risk/sensitive procurement activities, as part of a program or projects • Actively support SSM to improve sourcing timelines and commercial outcomes, whilst managing PRISM and Procurement Pipeline for current and future works for completeness and accuracy • Responsible for spend-insight and benchmarking against business objectives, key performance indicators and purchasing compliance • Responsible for the undertaking of high-level strategic negotiations, providing expert advice and resolving complex risks in contracts • Support the SSM with related audit actions. including undertaking risk assessments and implementing management actions and recommendations • Leads market research to gain a deep insight of the supply chain, risks, buyer behaviors and other issues (e.g. legislation, policies) that impact contracts
Advisory & support services	• Provide advisory services to support all other engagements and responsible for all queries and service request including source to contract, contract management, procure to pay, probity, spend, procurement system related and supplier management • Responsible for supporting business-wide training, coaching, and mentoring of the business (including source to contract, contract management, procure to pay, probity, spend, procurement system related and supplier queries) • Support the SSM with the management of procurement/tender workflows, procurement inbox (communication between the potential/current supplier, the business, and our team) • Support and maintain P&SC documentation in collaboration with the P&SC Managers
Stakeholder relationships – Leading purposeful change	• Developing and maintaining strong, effective working relationships with key stakeholders. **Internal:** All Internal Divisions in Horizon Power **External:** Suppliers, State and Federal Government, GTEs and other industry networks • Responsible for active stakeholders' engagement to understand their business plan, related procurement and contract management activities and responsible for engaging regularly with stakeholders to establish collaborative working relationships that are focused on identifying continuous improvement opportunities • Responsible for end-to-end supplier management including ensuring that relationships with key strategic suppliers are managed in accordance with the Horizon Power Supplier Relationship Management (SRM) Framework • Actively participate in training and development and improving effectiveness to be a high performing team

Enterprise safety	• Comply with Enterprise Safety standards, systems, procedures and guidance, and take personal responsibility for working safely in the delivery of their role • Identify hazards, follow established controls, report incidents and speak up about risks that may impact themselves, others, customers, communities or public safety
Ad hoc requirements	• Completing ad hoc work in a timely manner as and when required

Qualifications	
Education	• Tertiary qualifications in law, finance, management, economics, commerce or an equivalent discipline are mandatory • Postgraduate qualifications in P&SC or a related discipline are desirable
Experience	• Significant experience in a commercial environment, negotiating and managing spend for a similar-sized and complex business • Demonstrated experience in identifying continuous improvement opportunities including in defining business cases and requirements and realising value through implementation of change in an efficient and effective manner • Demonstrated stakeholder management experience internal (e.g. direct reports, peers and Executive levels) and external (e.g. Suppliers, Government agencies, Ministerial, etc.) stakeholders • Proven project management experience • Utilities, resources, and or renewables industry experience is desirable
Key skills and abilities	**Essential** • Well-developed procurement capability across the source-to-contract lifecycle, including procurement planning, sourcing, contracting, contract management and supplier management • Sound commercial and financial acumen, with the ability to balance value, commercial outcomes and risk • Well-developed analytical and problem-solving skills, with the ability to interpret complex information and support sound decision-making • Effective stakeholder management and influencing skills, with the ability to build productive internal and external relationships • Effective negotiation skills, including planning, preparation and execution • Sound knowledge of contract law, procurement probity and relevant legislative obligations • Well-developed planning and organisational skills, with the ability to prioritise competing demands and manage risks and issues • Effective written and verbal communication skills, adaptable to a range of stakeholders and audiences • Proactive and solutions-focused approach, with the ability to work autonomously and exercise sound judgement • Proficiency in Microsoft Office and relevant procurement and enterprise systems **Desired** • Proficiency in relevant ERP, procurement and data analytics systems
Competencies	
Thought	• **Makes Decisions:** Making good and timely decisions that keep the organisation moving forward • **Innovates:** Creating new and better ways for the organisation to be successful
Results	• **Action Orientated:** Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm • **Ensures Accountability:** Holding oneself and others accountable for meeting commitments
People	• **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives • **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Self	• **Self-Development:** Actively seeking new ways to grow and be challenged, using both formal and informal development channels • **Situational Adaptability:** Adapting approach and demeanour in real time to match the shifting demands of different situations