



Contracts Administrator

Working for the future of our state

August 2026

HORIZON
POWER

Position Title	Contracts Administrator (S7017H01, S7035H10)		
Division	Finance & Corporate Services (FCS)	Business	Contracts & Corporate Services
Leader Title	Commercial Manager	Location	Bentley
Level	5	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 driving our culture. This role contributes to Horizon Power by supporting the Contracts & Corporate Services (CCS) team in contract administration of operations, Power Purchase Agreements (PPAs) and corporate services contracts. The role supports the quotation processes, assists with contract administration, maintains procurement records and contract obligations, ensures that procurement activities comply with organizational policies, and enabling timely payments and effective project support across the region. The role also provides administrative support to the High Wide Load function as directed by the Commercial Manager.		
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			
Contract administration & high-wide load support	• Provide contract administration support for contracts managed by the CCS team • Support the CCS team in the development of contract administration/management related templates, procedures and processes • Conduct all delegated contract management/administration activities in accordance with the Procurement Policy and relevant procedures, including adhering to standards and approvals at each stage of the contract lifecycle, to maintain compliance and governance • Support the CCS team in preparing presentation materials for onboarding of new contracts • Collaborate with the operations and generation teams to implement relevant contracts and ensure compliance with Horizon Power’s Procurement Policy and contractual obligations • Process and monitor work orders, services orders, requisitions, purchase orders and invoices • Enable the timely processing of contractor payments in accordance with contractual terms and conditions • Maintain obligation registers, contract records, reports, trackers, team mailboxes and databases ensuring accurate and up-to-date information management • Administer and manage insurance and defect liability obligations for the contracts that the team manages • Support the CCS team in continuous improvement initiatives • Provide support to the High Wide Load function as directed by the Commercial Manager		
Reporting & compliance	• Provide document management support to the CCS team in the contract management area • Prepare journals including accruals for contracts that are managed by the team • Contribute to contract management reporting including contractor KPI reporting and IPP monthly reporting • Ensure contract documentation and records are maintained in accordance with Procurement Record Keeping Procedures and audit requirements		

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Stakeholder relationships – Leading purposeful change	- Developing and maintaining strong, effective working relationships with key stakeholders: Internal: CCS, Procurement & Supply Chain, Microgrids, Finance, Pilbara Network & Projects team, Legal External: Suppliers, Contractors, Customers and IPPs - Build and maintain effective working relationships at multiple operational levels to ensure alignment and smooth contract delivery - Liaise with CCS team to provide input into strategic initiatives and continuous improvement opportunities - Collaborate with wider CCS team to ensure integrated delivery of contract outcomes and reporting - Liaise with Procurement & Supply Chain to ensure compliance with procurement policies, procedures, and guidelines
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 Business Administration, Accounting, Law, Contract Management or a related discipline is essential; where not qualified relevant listed experience is mandatory - Possession of or progress towards a formal contract management qualification is desirable
Experience	- Demonstrated experience in contracts administration roles preferably in construction, energy, engineering, infrastructure, utilities, or similar environment - Demonstrated experience in developing contract administration templates, processes and procedures - Experience in managing end-to-end Request for Quotation (RFQ) - Experience processing services orders/statement of work, contract variations, drafting contractual notices and review of contract claims/invoice at completion - Experience managing or administering framework agreements - Proven track record of working within procurement frameworks and contract governance policies
Key skills and abilities	Essential - Strong contract administration knowledge, including the development and implementation of contract management processes and templates, end-to-end contract administration from execution through to close-out, and the application of procurement processes and governance frameworks - Strong proficiency in Microsoft Office suite, especially Excel and Word - Well-developed written and verbal communication skills, with the ability to build and maintain effective stakeholder relationships - Well-developed analytical and organisational skills, with attention to detail and accuracy - Ability to manage competing priorities and work collaboratively across teams Desired - Good understanding of relevant Australian Standards, electricity industry regulations, safety policies and WA's energy industry - Familiarity with Power Purchase Agreements, energy sector contracting, or network maintenance contracts - Familiarity with High Wide Load
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 Balances Stakeholders: Anticipating and balancing the needs of multiple stakeholders
Results	Action Oriented: 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 Plans and Aligns: Planning and prioritising work to meet commitments aligned with organisational goals

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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 • Instills trust: Gaining the confidence and trust of others through honesty, integrity and sincerity