



Administration Assistant

Working for the future of our state

June 2026

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Position Title	Administration Assistant (S4091H07)		
Division	Pilbara Network & Projects (PNP)	Business	Network Development & Regulation
Leader Title	Senior Manager Network Development & Regulation	Location	Bentley
Level	4	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 the Horizon Power Purpose by providing coordination and operational support to the Network Development and Regulation team, helping to ensure administrative, reporting, stakeholder and governance activities are coordinated efficiently and consistently. The role improves team capacity, maintains momentum on regulatory and network-related priorities, strengthens coordination across internal and external stakeholders, and enables technical staff and leaders to remain focused on delivering safe, compliant and timely outcomes for the business and the communities Horizon Power serves.		
Position requirements			
• Travel to regional WA as required • 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			
Administrative and Coordination Support	• Provide day-to-day administrative and coordination support to the Network Development and Regulation team, including scheduling, document preparation, records management and follow-up of agreed actions. • Prepare meeting agendas, record minutes and action items, and track completion of actions arising from internal and stakeholder meetings. • Maintain and update Network Development and Regulation intranet pages • Coordinate and update publish documents on website • Coordinate and update Strategy Initiative reporting and tracking documentation. • Coordinate team documentation, registers and routine administrative processes to support consistency, visibility and timely completion of work.		
Project, Financial and Reporting Support	• Set up and maintain projects and work orders in Ellipse, ensuring information is accurate and updated as required. • Support project and team reporting by preparing and updating spreadsheets, presentations, project maps and other reporting materials. • Assist with procurement, invoicing and financial administration, including raising, tracking and following up invoices for connection-related services and network contract management. • Compile basic financial and project information for review by relevant team members or leaders.		
Stakeholder, Governance, and Compliance Support	• Support the preparation of communications, letters, briefing notes, presentations and reports for internal and external stakeholders. • Ensure documentation and processes comply with internal policies and external regulatory requirements. • Maintain team registers, including regulatory documentation review cycles and obligation tracking, and coordinate follow-up with relevant internal contributors. • Assist with audits, risk assessments, reporting obligations and consultation responses by gathering information, maintaining records and tracking required inputs. • Identify opportunities to improve administrative workflows, templates and team processes.		

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Stakeholder relationships – Leading purposeful change	- Developing and maintaining strong, effective working relationships with key stakeholders. - Internal: Network Development and Regulation team; divisional leaders; Operations and Retail teams - External: Government officials; regulatory bodies; government trading enterprises (GTE); industry and community leaders as required to support team activities.
Ad hoc requirements	Completing ad hoc work in a timely manner as and when required

Qualifications	
Education	Tertiary qualifications in Business Administration, Commerce, or related discipline, or relevant work experience
Experience	- Demonstrated experience in a senior administrative, executive support, project coordination or business support role. - Experience providing administrative and coordination support to senior leaders, technical teams and/or project-based teams. - Demonstrated experience handling sensitive and confidential information with discretion and professionalism. - Demonstrated experience liaising with senior internal and external stakeholders, including government, regulatory, executive or board-level stakeholders. - Demonstrated ability to work independently, manage competing priorities and proactively follow up actions through to completion.
Key skills and abilities	Essential - Strong organisational and coordination skills, with the ability to manage competing priorities, meet deadlines and respond effectively to urgent requests or changing requirements. - Ability to build effective working relationships with leaders, team members and internal and external stakeholders. - Excellent written and verbal communication skills - Proactive and resourceful, with the ability to obtain information, follow up actions and identify practical solutions. - High level of integrity, professionalism and discretion when handling sensitive and confidential information. - Sound attention to detail and ability to prepare, maintain and review documents, registers, spreadsheets, reports and other business records. - Sound financial administration skills, including the ability to support invoicing, procurement and basic financial tracking processes. - Ability to support special administrative projects and contribute to improvements in team processes, templates and workflows. - Proficiency in Microsoft Office applications, including Excel, Word, PowerPoint and Outlook. Desired - Understanding of the national and Western Australian energy industry. - Understanding of government, regulatory and parliamentary processes. - Understanding of Government Trading Enterprises, related government departments and associated stakeholder environments.
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
People	Collaborates: Building partnerships and working collaboratively with others to meet shared objectives

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	• 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