



Regional Property and Services Lead

Working for the future of our state

October 2026

HORIZON
POWER

Position Title	Regional Property and Services Lead (position number TBC)		
Division	Finance & Corporate Services (FCS)	Business	Contracts & Corporate Services (CCS)
Leader Title	Property & Business Services Manager	Location	Perth
Level	7	Direct reports	6
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's purpose by leading the regionally based Business Services Officer (BSO) cohort and providing functional leadership, operational coordination and governance oversight across regional business services. The role delivers safe, efficient and compliant business services, strengthens organisational capability, and drives consistency, continuous improvement, risk management and governance outcomes across regional operations and the Property & Business Services portfolio.		

Position requirements

- Perth-based role with regular planned travel across regional Western Australia and attendance at regional engagement forums 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

Business services leadership & operational coordination	• Lead the BSO cohort through regular one-to-ones, objective setting, coaching, performance support, capability development, workforce planning and succession planning • Accountable for the leadership, capability, performance and continuous improvement of the BSO cohort, ensuring regional business services are delivered safely, consistently and in accordance with Horizon Power requirements • Act as the first point of escalation for BSO operational matters, providing guidance, resolving issues and supporting timely decision-making • Lead workforce planning and resource allocation across the BSO network to ensure sustainable service delivery, workforce resilience and effective regional coverage • Maintain service continuity by proactively managing operational risks, resource constraints and workforce coverage requirements, including direct operational support where required during critical periods • Provide leadership and oversight of regional business services activities, ensuring effective administration, compliance, financial integrity and stakeholder support across property, facilities and operational service functions • Exercise financial stewardship across the function by overseeing operational and capital expenditure and ensuring alignment with approved budgets, delegated authority limits and governance requirements • Provide guidance and assurance over contractor-host governance, contractor attendance, site access coordination, records management and supporting evidence required for procurement and invoice controls • Assess and resolve operational issues and escalated matters, applying sound judgement and ensuring risks, impacts and recommendations are clearly articulated prior to further escalation • Support audit readiness and closure of agreed governance, records, contractor, training and process actions across the BSO network • Provide selected cross-functional coordination across Perth-based Business Services activities, supporting initiatives and operational requirements aligned to the Property & Business Services Manager and Fleet & Travel Manager portfolios
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Governance & assurance	- Strengthen contractor-host, site access and attendance governance to support compliance and effective risk management - Ensure contractor, property and facilities risks are identified, appropriately managed and escalated - Coordinate and monitor completion of training, compliance and governance actions across the BSO network - Undertake regional visits to support capability development, strengthen stakeholder relationships and verify operational effectiveness - Support audit readiness and closure of governance, records, contractor and compliance actions across regional business services
Enterprise safety	- Demonstrate visible safety leadership by setting the example for safety leadership and safe work, applying Enterprise Safety expectations consistently with employees and contractors - Cascade Enterprise Safety language and expectations through their teams, reinforcing safe behaviours and providing supervision to ensure safety standards, systems, procedures and guidance are maintained - Foster a positive safety culture where hazards, incidents, risks and concerns are proactively identified, reported, managed and escalated appropriately - Support and hold team members accountable for the consistent application of contractor-host responsibilities, site access requirements and safe work practices - Promote continuous safety improvement through coaching, engagement, learning and follow-through of agreed safety actions
Stakeholder relationships – Leading purposeful change	- Develop and maintain strong, effective working relationships with key stakeholders: Internal: CCS team; Regional Managers & leadership teams; Asset Management & Operations teams; Customer teams; Safety; Project Managers & Project teams; Finance; Procurement; People Services; Legal External: Contractors & Service providers; Property Owners & Landlords; Real Estate Agents & Property Managers; Facilities & Maintenance providers; Accommodation providers; Local Government Representatives (where relevant to property or facilities matters); Utilities & Infrastructure service providers; Regional Suppliers & Vendors; Auditors & Compliance representatives (as required); Training providers; Security service providers - Develop and maintain effective relationships across regional operations and corporate support functions to support consistent service delivery and business outcomes - Partner with stakeholders to resolve issues, align priorities and improve business service practices - Represent Business Services at monthly DCCM regional meetings, Regional Roundup days and other relevant forums, providing updates and guidance on business services, governance requirements and improvement initiatives - Undertake regular regional engagement to understand operational challenges, strengthen collaboration and improve communication between regional teams and the Property & Business Services function - Build and maintain productive relationships with contractors, service providers, real estate agents and property managers to support service delivery outcomes - Communicate expectations clearly, resolve service delivery issues and escalate material risks or decisions with appropriate recommendations
Continuous improvement & other requirements	- Lead continuous improvement initiatives across by identifying opportunities to improve efficiency, consistency, governance and service outcomes. - Simplify processes, reduce manual effort and leverage digital and AI-enabled solutions to modernise service delivery while maintaining appropriate controls. - Monitor service performance, workload trends, actions and emerging risks, providing reporting and recommendations to the Property & Business Services Manager. - Complete other business services, governance and people leadership activities as required.

Qualifications	
Education	- Tertiary qualifications in business, management, property, facilities, finance, governance or a related discipline is desirable; where not qualified relevant experience is mandatory - Leadership, people management, project management or continuous improvement qualifications are desirable - White Card (Construction) or willingness to obtain

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Experience	Essential • Demonstrated people leadership experience, including coaching, objective setting, performance support, capability development and leadership of dispersed or multi-site teams • Significant leadership experience in business services, property, facilities, governance, regional operations, commercial administration or a comparable service delivery environment • Demonstrated experience managing operational escalations, competing priorities, workload allocation and service consistency across geographically dispersed operations • Experience strengthening governance, records management, contractor management, procurement, financial controls or audit requirements, and driving actions through to completion • Demonstrated stakeholder engagement and relationship management across regional operations and corporate support functions Desired • Experience in the utilities, government or Government Trading Enterprise environment • Experience supporting property, residential accommodation, facilities or contractor management services across geographically dispersed locations • Experience leading process improvement, workflow redesign or implementation of digital and AI-enabled solutions
Key skills and abilities	Essential • Strong people leadership, coaching, delegation and team development capability • Strong interpersonal, influencing and communication skills, with the ability to build relationships, engage stakeholders at multiple levels and drive outcomes across geographically dispersed teams and operations • Sound judgement and decision-making capability, including the ability to assess risk, resolve issues and escalate material matters with clear recommendations • Strong governance mindset and attention to detail across records, approvals, contractor controls, financial management, audit readiness and action closure • Ability to translate business priorities into practical operational outcomes and effectively manage competing priorities across dispersed locations • Well-developed planning, organisational and resource coordination skills • Demonstrated ability to analyse information, identify improvement opportunities and lead continuous improvement and change initiatives • Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and document management systems Desired • Knowledge of Horizon Power systems and processes, including Ellipse, Prism, Cherwell and relevant contractor, property and records systems • Understanding of regional Western Australian operating environments and the practical requirements of remote service delivery • Ability to support adoption of automation, workflow and AI-enabled solutions while maintaining appropriate governance and control requirements
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 • Drives Results: Consistently achieving results, even under tough circumstances • 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 • Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences • Builds effective teams: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals • Interpersonal Savvy: Relating openly and comfortably with diverse groups of people
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