



Aboriginal Procurement Officer

Working for the future of our state

October 2026

HORIZON
POWER

Position Title	Aboriginal Procurement Officer (S7021H03)		
Division	People, Safety & Governance (PSG)	Business	Traditional Owner Relationships & Reconciliation
Leader Title	Aboriginal Commitment Lead	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 the Horizon Power Purpose by providing operational support in the implementation of Aboriginal Procurement initiatives as committed to and outlined in its Aboriginal Engagement Strategy (AES) and Stretch Reconciliation Action Plan (RAP) initiatives. This role focuses on engaging Aboriginal suppliers, supporting procurement processes, maintaining data and reporting systems, and collaborating with internal and external stakeholders to build capacity and improve outcomes for Aboriginal businesses.		
Position requirements			
• A person of Aboriginal or Torres Strait Islander heritage – in accordance with <i>Section 50(d) of the Equal Opportunity Act 1984 (WA)</i> • 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			
Procurement coordination & delivery	• Support delivery of the Aboriginal Procurement Policy and associated RAP actions, coordinating with internal teams to ensure operational alignment with strategic goals • Coordinate key actions of the AES and Stretch RAP, relating to Aboriginal procurement initiatives, acting as primary support in the delivery of Aboriginal procurement initiatives and ensuring assigned actions are implemented on time and to a high standard • Collaborate with the Procurement & Supply Chain (PSC) team to support business buyers, contract owners and cross-functional teams, to embed Aboriginal procurement priorities into broader organisational initiatives and maximise their positive impact • Maintain accurate records of Aboriginal procurement activities, updating relevant webpages and databases, and assisting in preparing reports on performance and spending • Monitor, evaluate and report on RAP procurement deliverables progress and achievements, providing data and stakeholder feedback to inform strategic input, address gaps, drive continuous improvement, and celebrate achievements		
Aboriginal business engagement & support	• Assist Aboriginal businesses in navigating procurement processes, providing feedback and guidance, and maintain positive relationships with suppliers and contractors • Educate and support Horizon Power staff on Aboriginal procurement priorities and support external Aboriginal businesses with access to opportunities and resources • Champion a consistent, culturally informed approach to Aboriginal supplier engagement practices across the organisation, providing input to implemented policies and practices to enhance cultural competency and inclusion at all levels • Work closely with PSC, PSG and other internal teams, as well as external partners such as Supply Nation, Aboriginal Chambers, and government entities		
Reconciliation & cultural learning support	• Support reconciliation activities (e.g. cultural events, training, community engagements) across the organisation, monitoring their progress and impact as part of RAP obligations • Advocate for reconciliation within the organisation, encouraging employee involvement in RAP initiatives and ensuring Aboriginal cultural heritage and perspectives are respected and valued in decision-making		

PROTECTED

Stakeholder relationships – Leading purposeful change	Developing and maintaining strong, effective working relationships with key stakeholders: Internal: P&SC and PSG teams; all divisional employees External: Aboriginal businesses and suppliers; Contractors; Supply Nation, Aboriginal Chambers, and government entities
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

Qualifications	
Education	A certificate level or higher in business, commercial contracting or a related discipline is highly desirable; where not qualified relevant demonstrated work experience is mandatory
Experience	- Demonstrated experience working in Aboriginal affairs, project management, or community-based engagement roles - Demonstrated experience liaising and negotiating with key Aboriginal organisations/bodies including community, government and other stakeholders - Demonstrated experience with end-to-end purchasing and procurement processes: RFQs, tenders, evaluations, and contract administration
Key skills and abilities	- Familiarity with government or corporate procurement frameworks, including compliance with WA Procurement Rules or similar - A strong understanding of cultural competency, with the ability to recognise different perspectives and cultures, and the value it brings to an organisation - A substantial understanding of reconciliation including RAPs, reporting systems, RAP development and implementation - Intermediate understanding of legislation, policies and strategies relating to social procurement and Aboriginal Affairs - Strong understanding of Aboriginal protocols in Western Australian context - Proficient in use and application of MS Office suite (Word, Excel, MS Project, Teams)
Competencies	
Thought	Customer Focus: Building strong customer relationships and delivering customer-centric solutions 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 Values Differences: Recognising the value that different perspectives and cultures bring to an organisation Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Self	Instills trust: Gaining the confidence and trust of others through honesty, integrity and sincerity 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