

Position Description

Position title:	Senior Contracts Manager
Reports to:	Head of Contracts and Procurement
Employment category:	Contract (Employment Agreement)

About Beon

We deploy large-scale renewable energy and infrastructure projects, with expertise in design, construction and maintenance. Our clients include some of the largest electricity utilities, infrastructure and renewable developers, commercial and industrial companies and transport network operators across Australia.

Our core values



Live safely

Safety is our first priority. We never compromise health and safety, either at work or at home. We are constantly aware of the risks to ourselves and others and actively manage them. We share our experiences so that we all learn.



Improve our business

We drive and lead change to be more efficient and effective for the benefit of our workmates, shareholders and other stakeholders.



Be customer and community minded

We listen to our customer, strive to meet their needs and keep them informed. We make a positive contribution to our communities. We deliver on our promises.



Be the best you can be

We strive for excellence in everything we do and are always accountable for our own performance. We give our best at all times and help our workmates do their best as well.



Succeed together

We work together as a team and value the diversity and contribution of our peers. We act fairly, responsibly and with respect. We strive for success as a business while upholding the values that underpin everything we do.

Purpose of the position

The Senior Contracts Manager contributes to the profit performance of Beon by taking a leading role in the Contracts and Procurement team to establish and manage customer and supplier/subcontractor contracts to balance commercial returns for Beon against any relevant risks. In carrying out this purpose, the Senior Contracts Manager works and collaborates closely with internal groups, such as project delivery, engineering, contracts and procurement, legal, finance, insurance and business development, to lead contract negotiations and support contract management and related activities in all phases of a project.

Your key responsibilities

Bid support

- Review and provide inputs on commercial and contractual matters for tender/proposal submissions to customers, including reviewing customer RFx documentation, identifying and advising on contractual obligations and risks, and facilitating alignment of bids with Beon's legal, financial, insurance and operational requirements

Head contract review and negotiation

- Review, draft and negotiate a range of project contracts and documents for new opportunities to ensure that they are commercially sound, align with agreed commercial and risk parameters, and in line with Beon's strategies and policies
- Manage the contract review process, including facilitating inputs from key stakeholders, including engineering, project delivery, procurement, legal, finance, risk and insurance
- Manage internal contract approvals and the contract execution process

Subcontract review and negotiation

- Support the review, drafting and negotiation of contracts with suppliers and subcontractors

Contract management

- Manage the facilitation of handover of project contracts to project delivery teams
- Manage the resolution of commercial and contractual issues related to contracts, including variations, claims and disputes
- Support the management of key contract documentation
- Support business and corporate functions as required with respect to Beon's contractual arrangements (e.g. insurance renewals, internal audit, third party claims)

Innovation and improvement

- Support or manage projects to further improve the delivery and impact of services provided by the Contracts and Procurement team
- Support or manage training activities for the business on contract management
- Support internal groups and project teams to identify opportunities for process improvement and efficiencies
- Support any business and delivery team developments and changes

What you'll bring to the business

Education / Qualifications:

- Tertiary qualification in Commerce, Business, Accounting, Engineering, Law or other similar field

Knowledge:

- Strong understanding of contracting principles and legal terminology
- Strong understanding of construction and maintenance contracts for renewable energy or other infrastructure projects
- Good understanding of project finance
- Good understanding of risk management and insurance for construction and operations and maintenance projects
- Good understanding of dispute resolution / litigation
- Good understanding of financial and accounting principles
- Strong understanding of procurement and supply chain management (including RFx processes, category management, procurement and supply chain risks)
- Good understanding of logistics
- Strong understanding of various commercial models (e.g. lump sum, schedule of rates, cost plus) and commercial risk management
- Good understanding of MS Word and Excel
- Understanding of structured Enterprise Resource Planning (ERP) systems (such as SAP) is preferred

Experience:

- Significant experience in stakeholder engagement and relationship building at project and organisational level
- Significant experience in working in project teams to achieve agreed outcomes
- Experience in instructing and managing external legal engagements
- Significant experience in developing, reviewing and negotiating complex commercial and technical contracts with customers (project developers and asset owners), and suppliers and subcontractors
- Significant experience in contract management in an engineering, construction and/or infrastructure services business and across all stages of the project lifecycle
- Significant experience in drafting various types of project agreements, including confidentiality, early works, supply, construction, services, consulting, EPC and O&M contracts
- Significant experience in drafting contractual notices and other correspondence
- Experience in business process improvement and organisational training
- Experience in working in the Australian renewable energy industry is preferred

The skills and competencies you'll have

'Thought' competencies

1. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate
2. Financial/commercial acumen: Applying financial thinking, commercial rigour and discipline to all business decisions and customer relationships to identify ways of maximising and protecting our business value

3. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems

‘Result’ competencies

1. Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
2. Ensures accountability: Holding self and others accountable to meet commitments
3. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals

‘People’ competencies

1. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
2. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
3. Persuades: Using compelling arguments to gain the support and commitment of others

‘Self’ competencies

1. Being resilient: Rebounding from setbacks and adversity when facing difficult situations
2. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear
3. Situational adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations

Other relevant information

- Travel to other work locations / sites may be required