

Position Description

Position title:	Procurement & Subcontracts Specialist
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 Procurement & Subcontract Specialist contributes to the profit performance of Beon by supporting the Contracts and Procurement team to establish supplier/subcontractor contracts. In carrying out this purpose, the Procurement & Subcontract Specialist works and collaborates closely with internal groups, such as project delivery, engineering, contracts and procurement, legal, finance, insurance and business development, to support contract negotiations.

Your key responsibilities

Bid support

- Review and provide inputs on commercial and contractual matters for tender/proposal submissions to customers

Procurement support

- Support the sourcing and procurement of goods and services for projects and the business, including providing guidance on procurement governance, supporting the development and review of project procurement plans, providing input for RFx documentation, and assisting in the assessment of suppliers and subcontractors

Subcontract review and negotiation

- Review, draft and negotiate contracts with suppliers and subcontractors
- Manage the subcontract review process, including facilitating inputs from key stakeholders, including engineering, project delivery, procurement, legal, finance, risk and insurance
- Manage internal subcontract approvals and the subcontract execution process

Contract management

- Manage the facilitation of handover of supplier and subcontractor contracts to project delivery teams
- 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)

Procurement governance

- Support procurement governance policies and processes for Beon

Innovation and improvement

- Manage or support projects to further improve the delivery and impact of services provided by the Contracts and Procurement team
- Manage or support training activities for the business on procurement
- 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:

- Good understanding of contracting principles and legal terminology
- Good understanding of construction and maintenance contracts for renewable energy or other infrastructure projects
- Good understanding of risk management and insurance for construction and operations and maintenance projects
- 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)
- Strong understanding of logistics
- Good of various commercial models (e.g. lump sum, schedule of rates, cost plus) and commercial risk management
- Good understanding of MS Word and Excel
- Working understanding of structured Enterprise Resource Planning (ERP) systems (such as SAP)

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
- Significant experience in developing subcontracting strategies and executing sourcing activities in engineering, construction and/or infrastructure services business
- Significant experience in developing, reviewing and negotiating complex commercial and technical contracts with suppliers and subcontractors
- Experience in drafting various types of project agreements, including confidentiality, early works, supply, construction, services and consulting contracts
- Experience in drafting contractual notices and other correspondence is preferred
- 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. 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. 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

‘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