

POSITION DESCRIPTION

Procurement Manager

Date:	25 September 2024	Line Manager:	Head of Procurement
Title:	Procurement Manager	Direct Reports:	TBA
Team:	Corporate - Procurement	Status of Position:	Permanent Full Time
Location:	Sydney, NSW	Date Reviewed:	

1 Position Summary

Reporting to the Head of Procurement, the Procurement Manager is responsible for ensuring that all aspects of procurement across the business are delivered as required.

This role ensures the effective execution of procurement processes, maintaining transparency, efficiency, and alignment with Squadron Energy's risk management objectives. The Procurement Manager plays a key role in managing project procurement activities, supporting the negotiation of major contracts, and collaborating with internal teams and external stakeholders to achieve successful project outcomes.

1.1 Key Responsibilities

- Support the development and implementation of strategic alliances with turbine manufacturers and construction contractors to facilitate the closure of near-term wind project developments, including exploring localisation opportunities.
- Maintain and implement procurement processes, templates, and systems to ensure robust, transparent, and efficient procurement practices.
- Ensure Squadron Energy's risk allocation objectives and tolerance are considered in procurement processes, providing input where needed.
- Manage procurement activities within assigned projects, coordinating with consultants and advisers to achieve financial close.
- Provide commercial and procurement advice and support to business units as required.
- Ensure major procurements have clear procurement plans and tender evaluations.
- Lead negotiations on major procurement projects with external parties.
- Manage the development of contract schedules (technical and commercial) and coordinate drafting and review of major contracts.
- Monitor and advise on new and changing market procurement strategies.
- Monitor and advise on latest generation and storage technologies and improvements along with innovative construction technology advances in relation to the renewables sector.
- Establish and manage all of business procurement processes, contractor pre-selection and procurement registers.

- Report progress against established baselines to measure performance throughout the procurement life cycle.
- Build and strengthen key external stakeholder relationships.
- Manage and lead the work of a team; provide motivation, encouragement and opportunities for development; manage any underperformance issues if required in consultation with People and Culture.
- Drive a safety culture, ensuring the health and wellbeing of all Squadron Energy employees.

1.2 General Responsibilities

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- At least 5 years of experience working in Procurement or Project/Commercial Management in construction or energy / renewables sectors.
- Strong understanding of the energy industry.
- Experience negotiating complex infrastructure and finance agreements.

2.2 Skills

- Written and verbal communication skills.
- Capacity to manage high stress situations.
- Collaborative management style and team building skills.
- Strong commercial acumen and leadership skills.
- Ability to multi-task and manage various project elements simultaneously.
- Attention to detail.
- Conflict resolution skills.

2.3 Qualifications

- Tertiary qualification in Commercial/Contract or Project Management.
- Driver's licence.
- White card.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

Squadron Energy is an EEO employer and we value diversity within our company.