



Position Description

Area	Project Delivery
Line Management	Head of Delivery
Role	Contracts Manager - Wind
Location	Melbourne

Clean Energy, Clear Vision

Atmos Renewables is powering a sustainable future for Australia. We are driving the energy transition through developing, delivering, operating and responsibly investing in clean energy for the long term. We are committed to achieving positive environmental outcomes and lasting relationships with local communities.

We work together with Integrity, Safety, Courage & Humility.

Company Overview

Atmos Renewables is a leading Australian renewable energy company with ownership in over 1.9GW of operating and in-construction wind, solar and energy storage assets and a number of development projects across Australia.

Established in 2020 by Igneo Infrastructure Partners, Atmos is dedicated to accelerating Australia's clean energy transition through the development, construction, and operation of renewable generation and storage projects.

With a growing pipeline of projects, including onshore wind, solar, and battery storage, Atmos is committed to being the partner of choice for communities, landowners, and energy buyers. As a dynamic and lean organisation, we seek professionals who align with our company values and thrive in a collaborative, team-driven environment.

Role Purpose – Contracts Manager, Wind

Atmos Renewables is seeking an experienced Contracts Manager to join our Delivery team in Melbourne. This client-side role will play a key part in managing complex contractual arrangements across the delivery lifecycle of utility-scale renewable energy projects.

The Contracts Manager will be responsible for the full lifecycle management of contracts, including ECI (Early Contractor Involvement), EPC, BoP, Free Issue Supply, NSP agreements, the Owner's Engineer agreement, and CIS agreements. This role requires an in-depth understanding of all contract provisions and requirements, setting up and administering thorough contractual trackers, ensuring that all contractual obligations are met, proactively managing risks, and driving optimal commercial outcomes. Success in this position requires having an in-depth understanding of all of the applicable contracts, strong attention to detail, effective stakeholder engagement, and the ability to collaborate across key functions such as Project Delivery, Engineering, Grid, Finance, Legal, and Operations.

The role will support a **large-scale Wind project**, with the opportunity to expand to BESS or solar projects, thereafter, based on project availability.

Key Responsibilities

Contract Lifecycle Management

- Demonstrate comprehensive, detail-oriented mastery of contract terms and conditions.
- Establish detailed tracking systems to monitor contractual obligations for the current project and future pipeline.
- Lead the administration of all major project contracts—including ECI, BoP, BESS/Wind Turbine/Solar supply, NSP, OE, and CIS—from execution through to final completion, as applicable.
- Monitor, interpret, and enforce contract terms to ensure full compliance by all stakeholders.
- Collaborate closely with the Project Manager and broader team to track contractual performance, with a focus on meeting contractual obligations and project interfaces.
- Prepare and manage contractual correspondence, including notices, claims, time extension requests, and variation submissions.
- Oversee, track, and proactively manage all CIS-related obligations, liaising with AEMO and the Commonwealth.
- Provide construction contractual feedback / lessons learned into future projects in Development.
- Manage all insurance aspects for the project.

Commercial & Financial Oversight

- Work closely with project controls and finance teams to ensure contractual obligations are aligned with financial performance and reporting requirements.
- Support the certification of payments, approval of milestones, and forecasting activities in accordance with contract terms.
- Contribute to cost control efforts by identifying commercial risks, potential claims, and opportunities for cost savings or operational efficiencies.

Risk Management & Dispute Resolution

- Proactively identify contractual risks, potential claims, and breaches, and implement effective mitigation strategies.
- Assist in dispute resolution by collaborating with legal counsel and external advisors as needed.
- Ensure accurate, comprehensive, and defensible contract records and audit trails are maintained throughout the project lifecycle.

Stakeholder Coordination

- Act as the primary point of contact for all contract-related matters between Atmos, Contractors, Suppliers, Consultants, Grid partners, AEMO, Commonwealth and other external stakeholders.
- Work cross-functionally with Finance, Engineering, Legal, Development and Operations teams to manage interface scopes.
- Provide contractual support to ensure compliance with regulatory and permitting requirements.

Skills & Experience

- Proven experience managing complex construction contracts in large-scale renewable energy, infrastructure, or power generation projects.
- Wind experience is essential. BESS experience is desirable.
- Strong understanding of Australian Standard Contracts (e.g. AS4000, AS4902) and bespoke contractual terms.
- Demonstrated success in administering high-value contracts (\$100M+) from notice to proceed through to completion and handover.
- Highly proficient in setting up and administering contractual trackers.
- Background in client-side contract administration preferred.
- Familiarity with grid connection processes, interface scopes, and construction sequencing in renewables.
- Strong commercial acumen, negotiation skills, and ability to manage contractual risk.
- Tertiary qualifications in Contract Management, Law, Engineering, Construction Management, or related field.

Cultural & Personality Fit:

- Dedicated, pragmatic, and consistently focused on delivering results with a strong commitment to execution.
- Proactive and eager to take initiative while addressing challenges effectively.
- Able to perform under pressure with limited support.
- Cooperative, respectful, and team-oriented, thriving in a streamlined, high-achieving and fast-paced environment.
- Able to travel to site if required.
- Capable of embodying Atmos' core values of Integrity, Humility, Safety, and Courage.
- Able to drive complex contractual discussions towards a desirable outcome.
- Able to convey ideas with clarity and brevity, using a courteous but compelling communication style.

Why Join Atmos Renewables?

We are a small, dynamic and highly motivated team that works very closely together, and we want you to succeed with us. Our people are our most valuable asset, and we show this through the benefits we offer including competitive remuneration, competitive bonus and flexible working. We are also dedicated to personal and professional development of our employees via training and development opportunities.

You will be eligible to earn a short-term incentive of up to 20% of your Salary with respect to each complete calendar year during your employment, subject to the achievement of company and personal performance hurdles (**STI**).

Performance hurdles with respect to each calendar year and the weighting to be given to such hurdles will be determined by us and advised to you. Whether or not such hurdles are met and the extent to which such hurdles are met will be determined by us exercising our sole discretion.