

Senior Procurement Business Partner

Purpose: To provide a consistent and efficient framework for clear, engaging and professional job postings.

About eHealth and our culture

eHealth Saskatchewan is at the heart of how health care works across the province – powering the digital systems that connect care teams, patients and information. With over 800 employees in 20 communities, we provide IT support and services in 433 locations, ensuring the right information and tools are in the right hands at the right time so care teams can focus on what matters most: patient care. We also manage Vital Statistics, health card services, and MySaskHealthRecord, one of Canada's leading tools for giving people secure online access to their health information.

At eHealth, how we work matters just as much as what we deliver. Our culture isn't just something we talk about, it shapes how we make decisions, support each other and deliver results:

1. **Partner for results:** We prioritize teamwork and ensure decisions involve those affected
2. **Serve with purpose:** We act with empathy, respect and care in every interaction to deliver better outcomes
3. **Own our actions:** We own our success and failures, act with honesty, and uphold trust
4. **Innovate with intent:** We challenge the status quo and turn ideas into action

Join us in strengthening Saskatchewan's health system through meaningful, people-centred digital innovation.

About the role

The Senior Procurement Business Partner leads and supports complex procurement and contracting activities that contribute to the effective delivery of programs and services across eHealth Saskatchewan. This role provides expert guidance throughout the procurement lifecycle, ensuring compliance with legislation, trade agreements, policies, and best practices. Working collaboratively with internal stakeholders, sector partners, and vendors, the position develops strategic procurement solutions that deliver the best overall value while supporting organizational objectives

What you'll do

Reporting to the Manager, Procurement, you will:

- Lead complex procurement initiatives from planning through contract award, including developing procurement and negotiation strategies that achieve the best overall value for eHealth Saskatchewan.

- Manage procurement activities across the lifecycle, including requirements development, market research, competitive solicitations, evaluations, negotiations, awards, renewals, amendments, and terminations, in collaboration with partners, program areas, and vendors.
- Conduct and lead research, analysis, strategy development, and reporting related to procurement, negotiations, supplier performance, and contract lifecycle management, including monthly and ad hoc reporting for senior leadership.
- Develop and maintain strong relationships with eHealth staff, sector partners, and vendors, providing expert advice and guidance on effective procurement and contracting strategies and compliance with trade agreements and policies.
- Support the development, implementation, maintenance, and enforcement of procurement and contracting policies and processes to ensure transparency, fairness, consistency, and impartiality.
- Ensure procurement and contract documentation is accurate, complete, defensible, and filed appropriately in accordance with records management requirements.
- Mentor and coach procurement and contracting professionals and contribute to the continuous improvement of team practices, tools, and capabilities.

What you'll bring to the team

- A Bachelor's degree in Business Administration, Supply Chain Management, Law, or a related field. An equivalent combination of education and experience will also be considered.
- A minimum of five years of progressive, hands-on experience in public procurement and contract management, including experience leading complex procurements.
- Demonstrated ability to lead complex procurements and negotiate contracts, supported by excellent communication, facilitation, and relationship-building skills.
- Strong analytical and critical-thinking skills, with proficiency in using data to support procurement decisions and monitor supplier and contract performance.
- In-depth knowledge of public procurement best practices, competitive solicitation methods, trade agreements, contract law, and procurement governance.
- Highly organized, self-motivated, and able to exercise sound judgment while independently managing multiple complex priorities and stakeholder expectations.
- Strong proficiency in Microsoft Office Suite, particularly Microsoft Excel, with experience creating complex spreadsheets, generating reports, analyzing data, and identifying trends to support operational and business decision-making.
- A Supply Chain Management Professional (SCMP) designation, or another relevant procurement certification, is considered a valuable asset.

Competencies

Communication: Ability to communicate complex procurement, contracting, and policy-related information clearly and effectively to diverse stakeholders through written, verbal, and presentation-based communication.

Leadership: Ability to provide leadership, guidance, and mentorship while influencing stakeholders, driving procurement initiatives, and supporting continuous improvement across procurement practices and processes.

Problem Solving: Ability to identify, assess, and resolve complex procurement, contracting, and vendor-related issues by developing practical, compliant, and value-driven solutions.

Interpersonal: Ability to build, foster, and maintain effective working relationships with internal clients, sector partners, vendors, and other stakeholders through collaboration, trust, and professional credibility.

Team/Independence: Ability to work collaboratively as part of a team while independently managing multiple procurement projects, priorities, and deliverables with minimal supervision.

Organizational: Ability to effectively plan, coordinate, and manage competing priorities, procurement activities, documentation, and timelines while maintaining accuracy and attention to detail.

Analytical: Ability to research, analyze, and interpret complex information, evaluate risks and opportunities, and make evidence-based recommendations that support organizational objectives and achieve best value outcomes.

Technical: Ability to apply advanced knowledge of public procurement principles, contract management practices, trade agreements, legislation, policies, and procurement technologies to support compliant and effective procurement operations.

Why people like working here

- Recognized as a Saskatchewan top employer for three years in a row
- Career paths and opportunity for advancement
- Health, dental and pension benefits
- Maternity and parental leave top-up payments
- Earned days off
- Annual pay increases
- Work that truly matters to the people of Saskatchewan

Ready to make a real impact in health care technology? Join us and help shape the future of care – apply today!

We value diversity and encourage applications from people of all backgrounds, identities and experiences.

Grade: SIB 12

Anticipated start date: October 2026

Location: Regina, SK (On-site)

Department

Corporate Services

Locations

Regina Main Office

Hourly Salary

CAD44.279 – CAD55.489

Scope

In-scope

Supplemented/Non-Supplemented

Non-Supplemented

Hours of work designation

Office – 36 hours averaged over a 2-week period

Occupational Code

SIB

Employment Level

12

Vacancy Type

Permanent Full-Time

Expected Start Date

October 2026

Competition Number

8398374

Closing Date

October 8, 2026

Number of Openings

1