



Job Title: Specialist, Contracts Management

Date Posted: Aug 27, 2025

Location: REGINA, SK, CA

Permanent - Full Time

We generate more than just power for the people of Saskatchewan. We also offer some of the best jobs in the province. Our challenging careers will help you grow, while being surrounded by a team committed to safety, openness, collaboration and accountability. We offer highly competitive salaries and benefits packages to our employees. If you're someone who thrives in a team environment and doesn't shy away from a good challenge, join us!

Apply no later than 09/07/2025 to be considered for this opportunity.

JOB SUMMARY:

The Specialist is accountable to provide subject matter expertise and administration of a specialized function. As a member of SaskPower's management team, this position is responsible to act as a central point of contact in the management and administration of strategic and operational functions, providing expert advice and direction that aligns with departmental and corporate goals and objectives.

KEY ACCOUNTABILITIES:

- Plan, research, develop, evaluate and implement processes, policies and procedures utilized for the development of strategies and business initiatives that address the organization's requirements
- Act as a subject matter expert in a specialized function to develop, implement, coach and assist management staff in the administration and interpretation of corporate policies; providing advice that is appropriate, practical and consistent with relevant legislation, regulations, laws and/or industry standards
- Identify new business solutions and operational efficiencies, while providing recommendations which have a significant impact on SaskPower's business operations and strategies

- Lead and/or participate in cross-functional projects to provide functional expertise for corporate and departmental strategic planning initiatives
- Represent the department and prepare and present material to internal and external audiences as required
- Maintain knowledge of industry developments and best practices related to area of specialization and adapt them to SaskPower's operational environment
- Provide leadership and direction to project teams and/or assigned staff as required

KNOWLEDGE/SKILLS/ABILITIES:

- Degree in Business Administration, or other related equivalent AND/OR;
- Related professional designation(s) and/or certification(s) AND/OR;
- Five (5) years of related contract administration experience and working knowledge of contract management principles
- Team player with the ability to build and maintain strategic relationships both internal and external to SaskPower
- Results oriented thinker, with the ability to manage and provide advice regarding complex and confidential issues with sensitivity and professionalism
- Excellent analytical, research and problem solving skills
- Excellent oral and written communication skills
- Ability to work and manage in a changing environment
- Excellent facilitation, project management and decision making skills
- Ability to foster a culture focused on safety, innovation and teamwork
- Demonstrated skill in SaskPower's competencies
- Must have a continuing record of professional development

A suitable combination of relevant education and experience may also be considered

Candidates under consideration may be required to participate in an assessment process consisting of any/all of the following: interview, abilities test, case study and/or presentation.

At SaskPower, we believe in the importance of diversity and inclusion. We're dedicated to creating and cultivating an inclusive workplace and a workforce that represents the communities we serve.

We acknowledge and recognize equity groups designated by the [Canadian Employment Equity Act](#). These include:

- Indigenous Peoples
- members of Visible Minority Groups
- persons with disabilities
- women
- LGBTQ2S+ community
- persons who served and are serving in the military
- newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully.

As part of our ongoing commitment to reconciliation, we prioritize hiring Indigenous Peoples as we recognize and respect their knowledge and experience. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace. Learn more at [Commitment to Diversity](#).

Follow us on [LinkedIn](#) to stay up to date on our latest job openings.

If you are interested, please apply using this link - <https://jobs.saskpower.com/job-invite/23282/>

You can also visit our careers [page](#) for other opportunities.

Please apply by 09/07/2025.