

# People & Organization People Partner

Job ID  
REQ-10023968  
Sep 26, 2024  
Saudi Arabia

## Summary

To be responsible for the successful delivering of P&O programs/policies, e.g. recruitment, training, & IT; to be responsible for managing budgets, timescales and projects; may also provide support and advice to Line Managers across the business; may lead a small/medium team of specialists; implementing P&O annual objectives in the form of strategy; to act as a liaison between the client and other P&O services (specialists and shared services).

## About the Role

Major Accountabilities

### Strategy & Planning

- Work closely with the P&O Head/Leadership team and support with the implementation of the business plan, highlighting potential P&O-related opportunities or weaknesses.
- Support the Therapy Area Heads in the operational conversion of the strategic goals.
- Proactively build and establish strong relationship with client group as well as the extended P&O community to understand their needs, requirements and challenges.
- Support and execute tactical workforce planning in alignment with the client's business plan.
- Provide change management support in transformation and restructuring efforts.
- Ensure recruiting and promotion of best-in-class talent for key positions at the Business Unit, in close cooperation with the respective talent acquisition expert(s).

### Monitoring & Control

- Ensure adherence to relevant labor and employment law.
- Ensure compliance with legal framework and organization SOPs.
- Participate in, or lead, P&O Projects.
- Ensure execution and adherence to NVS P&O principles, practices and policies, and be the department expert on all administrative practices and policies.

### People & Organization

- Advise line managers on effective performance management and resourcing decisions; drive OTR, succession planning and talent management for pre- defined population, in close cooperation with the respective TM expert(s)
- Support line managers in all coaching, mentoring and personal development within their teams
- Ensure effective training and development for all personnel, following learning priorities and guidelines defined by Corporate and Global Pharma and act as channel to communicate learning needs to

appropriate specialist unit

- Support cultural change and foster diversity and inclusion within the Unit
- Lead, support or be consulted in performance improvement plan drafting & communications.
- Supports organizational announcements and internal communication especially around P&O-sensitive issues (values, advancement, motivation etc.)
- Lead and support termination process & insure clear understanding and fair treatment.

Ideal Background and Min Criteria:

- University degree, Specialisation in HR desirable
- Fluent level of English. Other languages desirable, including country specific languages (Arabic)
- 5-8 years business experience in a commercial environment in Human Resources

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Division

People & Organization

Business Unit

Innovative Medicines

Location

Saudi Arabia

Site

Riyadh

Company / Legal Entity

SA01 (FCRS = SA001) Novartis Saudi Arabia Ltd

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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