

# Višji specialist, DDIT OPX Sprememba in angažiranost (m/ž/d) / Senior Specialist, DDIT OPX Change & Engagement (m/f/d)

Job ID  
REQ-10026740  
Dec 03, 2024  
Slovenia

## Summary

#LI-Hybrid

Kot Višji specialist, DDIT OPX Spremembe in angažiranosti boste tesno sodelovali z vodjo IT lokacije in drugimi ekipami, da boste lokalno organizacijo uskladili s strategijo Data Digital & IT (DDIT), s poudarkom na angažiranosti in rasti ljudi. Nenehno boste spremljali in izboljševali učinkovitost ekipe na podlagi vpogledov, hkrati pa proaktivno prepoznavali in analizirali nastajajoče trende, da bodo vodje DD in IT obveščeni. Poleg tega boste vodili pobude za povečanje produktivnosti, angažiranosti in razvoja v ekipi za DD&IT

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We are seeking a Senior Specialist, DDIT OPX Change & Engagement. In this role, you will work closely with the IT Site Head and other teams to align the local organization with the Data Digital & IT (DDIT) strategy, emphasizing people engagement and growth. You will continuously monitor and enhance team effectiveness based on insights, while proactively identifying and analyzing emerging trends to keep DD&IT leaders informed. Additionally, you will lead initiatives to boost productivity, engagement, and development within the DD&IT team

## About the Role

### Vaše ključne odgovornosti:

- Podpora lokalnemu vodji DD&IT spletnega mesta in ekipi pri načrtovanju in izvajanju lokalnega načrta DD&IT (IT) (vključno z, vendar ne omejeno na sodelovanje in komunikacijo zaposlenih, učenje in razvoj, finančno poročanje in načrtovanje proračuna ter vsakodnevne operacije na spletnem mestu)
- Usklajevanje izvajanja ključnih operativnih procesov za lokacijo, kot so: načrtovanje in organizacija dogodkov (mestne hiše, vključevanje novih zaposlenih, team buildingi, forumi menedžerjev itd.)
- Spodbujanje pobud za ohranjanje visoke morale organizacije in pomoč sodelavcem, da se osredotočijo na splošne prednostne naloge za DD&IT in Novartisove operacije.
- Razviti in izvajati načrte in dejavnosti za spremembe in sodelovanje ter komunikacijo na kraju samem v skladu z globalno strategijo DD&IT Change & Engagement
- Usklajevanje kulture in tem, povezanih z ljudmi, da zagotovite napredek v smeri navdihnjene, nešefove, radovedne in agilne organizacije.

- Prispevati k pobudam, ki jih vodi skupnost operativne odličnosti in načrtovanja, da se zagotovi medfunkcionalna standardizacija in standardizacija med lokacijami
- Spremljanje in merjenje učinkovitosti sprememb in komunikacijskih pobud.

### **Vaš doprinos k delovnem mestu:**

- Univerzitetna izobrazba iz IT/managementa ali sorodnega področja.
- Izkušnje v večnacionalnem okolju, interakcija z višjim vodstvom.
- Močne spretnosti vodenja projektov s sposobnostjo obvladovanja več prednostnih nalog.
- Odlične komunikacijske in medosebne veščine. Tekoče znanje pisne in govornje angleščine.
- Strokovno znanje pri upravljanju komunikacijskih kanalov (e-pošta, družbeni mediji, interne strani, dogodki).
- Sposobnost analiziranja podatkov in razvijanja uporabnih vpogledov ter strokovno znanje zbirke Microsoft Office.
- Dokazane izkušnje pri upravljanju sprememb in angažiranosti zaposlenih.
- Razumevanje farmacevtske industrije, pri čemer je poznavanje globalnih poslovnih procesov prednost.
- Visoka stopnja osebne integritete s sposobnostjo strokovnega obravnavanja zaupnih zadev ter izkazovanja zdrave presoje in zrelosti.
- Sposobnost obvladovanja konkurenčnih prednostnih nalog in iskanje soglasja, kadar imajo zainteresirane strani različna ali celo nasprotujoča si mnenja
- Sposobnost obvladovanja konkurenčnih prednostnih nalog in iskanje soglasja, kadar imajo zainteresirane strani različna ali celo nasprotujoča si mnenja

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**.

Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, zaposlitev v podjetju s certifikatom TOP Employer, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

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### **Key Responsibilities:**

- Support local DD&IT Site Lead and team in planning and delivering on local DD&IT (IT) roadmap (including but not limited to employee engagement and communications, learning & development, financial reporting and budgeting planning, and day-to-day site operations)
- Coordinate the execution of key operational processes for the location such as: planning and organizing events (townhalls, new employee onboarding, team buildings, managers forums, etc.)
- Drive initiatives to keep the organization's morale high and help associates to focus on the overall priorities for DD&IT and Novartis Operations.
- Develop and implement change & engagement and communication plans and activities on site, in alignment with the global DD&IT Change & Engagement strategy

- Coordinate culture and people-related topics to ensure progress towards inspired, unbossed, curious, and agile organization.
- Contribute to the initiatives led by the Operational Excellence and Planning community to ensure cross-functional and cross-location standardization
- Monitor and measure the effectiveness of change and communications initiatives.

### **Essential Requirements:**

- University degree in IT/Management or a related field.
- Experience in a multi-national environment, interacting with senior management.
- Strong project management skills with the ability to handle multiple priorities.
- Excellent communication and interpersonal skills. Fluency in written and spoken English.
- Expertise in managing communication channels (email, social media, internal sites, events).
- Ability to analyze data and develop actionable insights as well as proficiency in Microsoft Office Suite.
- Proven experience in change management and employee engagement.
- Understanding of the pharmaceutical industry, with familiarity in global business processes being an advantage.
- High level of personal integrity, with the ability to handle confidential matters professionally and demonstrate sound judgment and maturity.
- Ability to handle competing priorities, and seeking consensus when stakeholders have different or even contradicting opinions
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We offer **permanent employment** with **6 months** of probation period. Submit your application with the CV in Slovenian and English language.

### **You'll receive:**

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Wellbeing), employment at Top SI Employer, Unlimited learning and development opportunities.

### **Commitment to Diversity and Inclusion:**

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

<https://www.novartis.com/about/strategy/people-and-culture>

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<https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Operations  
Business Unit  
CTS  
Location  
Slovenia  
Site  
Ljubljana  
Company / Legal Entity  
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.  
Functional Area  
Technology Transformation  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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