

# Associate People Partner

Job ID  
REQ-10033048  
Dec 23, 2024  
India

## Summary

You will be responsible to act as a trusted advisor offering in-country policy expertise and knowledge to support and educate leaders, managers and associates on all P&O topics on the moments that matter. People Partners support all divisional customer groups in country enabling the delivery of lifecycle events, the employee value proposition, talent acquisition, talent management, learning, performance management, employee relations, rewards, pay and reporting. In addition, People Partners implement P&O change initiatives at a country level acting as detailed designers and agents of change by working with Business Partners. You will lead in small countries acts as a single point of contact within country to align on people partner related issues, above country topics and coordination of country team members.

## About the Role

### Key Responsibilities:

- Partnering and coaching managers and associates on People related Processes and moments that matter.
- Drives P&O initiatives, supporting the overall P&O strategy -Activate business ownership and accountability of diversity, equity and inclusion initiatives -Advise on and handle diversity, equity and inclusion at all levels, e.g., gender representation, LGBTI, pay equity -Champions culture and supports implementation of corporate initiatives (e.g. Evolve, hybrid working) -Coaches and guides people managers on role evaluations in line with local governance.
- Communicate full spectrum of inclusion & Psychological Safety -Design new hire onboarding initiatives.
- Drive buy-in and utilization of data and analytics to identify risk and trends, and to apply these business insights to inform decisions and actions.
- Drive D&I efforts and align with global or local initiatives / implementation.
- Drives quality, effectiveness, efficiency and continuous improvement for P&O People Partnering and related processes.
- Embraces customer feedback to understand the customer journey with moments that matter and drives continuous improvement.
- Implement enhancements and modification as necessary to meet both the business and customer needs.
- Ensure compliance with local equity / Equal Employment Opportunity (EEO) regulations -First point of escalation for all leaders and managers on their day-to-day P&O topics, providing expert advice, guidance and support.
- Lead the delivery of in-country transformations, consult and negotiate with local works council / unions, provide advice and guidance for managers through the local process, oversee associate notice / handover meetings and overall restructuring lifecycle.
- Lead the execution of local implementation of large-scale organizational and day-to-day organizational

structure changes, in line with country regulations / policies.

### **Minimum Requirements:**

- Experience: 3-6 years of work experience in a HR environment, preferably in the pharmaceutical industry
- MBA in HR or equivalent is a must.
- Strong stakeholder management, customer influence and influencing skills, capable to build relationships and work independently.
- Fluent in English

### **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.

### **Accessibility and accommodation**

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message

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Division

People & Organization

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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