

# People & Organization People Partner

Job ID  
REQ-10033265  
Dec 12, 2024  
Hungary

## Summary

Location: Budapest, Hungary (office based)

This is a temporary, maternity cover position (approximately 1,5 years).

The purpose of the position is 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 the Country P&O Head.

The People Partner acts as a single point of contact within country to align on related issues, above country topics and coordination of country team members.

This position reports to the P&O Head of Hungary.

## About the Role

### Your Key Responsibilities:

Your responsibilities include, but not limited to:

- 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.
- Leads alignment and harmonization of local regulations with P&O Head; monitors compliance, risk management and review P&O controls (as part of the NFCM framework). Manage internal movement offers and mobility. Promotes the contribution of ideas and solutions to the P&O network (Global Business Partners). Provide credible P&O People Partnering to people leaders, manager and associates offering advice and guidance on the moments that matter.
- Provides coaching and counselling to Country P&O Head on local policies and processes. Seeks to establish strong relationships with cross-divisional P&O community members to understand needs and challenges and drive continuous improvement. Support and coach leaders, manager and associates on all P&O topics including promoting self-sufficiency in people processes.

### **Essential Requirements:**

- Education: Bachelor's Degree.
- Min 3 years of experience in Human Resources preferably within learning and development.
- Proficient Hungarian and English, both written and spoken.
- Operations Management and Execution.
- Experience in coaching and facilitation team development activities.
- Understanding of Hungarian labour law and regulations.
- Collaborating across boundaries.
- Project Management.

### **Desirable Requirements:**

- FMCG, Telco or Pharma industry experience.

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Division

People & Organization

Business Unit

CTS

Location

Hungary

Site

Budapest  
Company / Legal Entity  
HU02 (FCRS = HU002) Novartis Hungary  
Functional Area  
Human Resources  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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