

Sr. Spec. DDIT GF Solution Delivery Time & Absence

Job ID

REQ-10034410

Jan 07, 2025

India

Summary

-Specialist for project delivery and/or operations in the given business sub -capability. -Partner with Business Stakeholders and DDIT Strategic Business Partners for demand analysis, solution proposal/evaluation and project delivery -Drive operations of systems and applications in scope (both Global and Local), ensuring their stability and integrity and meeting customer service levels.

About the Role

Key Responsibilities:

- Define, build and implement enhancements to HR/P&O processes and structures that will improve the P&O function's alignment to business objectives and ability to help drive business results
- Review and troubleshoot integration, Triage and solve issues, Application support/ tweaking the written code
- Define, build and implement enhancements to HR/P&O processes and structures that will improve the P&O function's alignment to business objectives and ability to help drive business results
- Own/Participate in the following key activities: Release Management, Regression Testing, Tenant Management, Data Upload, Major Outage/Communication/Updates and Incident Management
- Manage Application Life Cycle services with WFS
- Ensure that system designs adhere to solution architecture design (i.e. high-level conceptual design) and are traceable to functional as well as non-functional requirements in projects/enhancements
- Ensure the overall user experience is taken into account when designing new solutions and services are peer reviewed, formally documented and signed off by business
- Ensure system design standards are defined to improve and sustain standardization of solutions adhere to architectural roadmap and support the development, execution and operations of solutions

Core WorkForce Competencies (knowledge and skills):

- **Hands-on experience** with WorkForce Suite offer, including Time & Attendance, Absence Management, and Advanced Scheduling. Knowledge of Analytics module is an advantage
- **Expertise in configuration and troubleshooting**, including business rules, custom validations, and data mapping.
- **Integration experience**, including working with APIs, connectors, and middleware tools like SAP or other HRIS platforms and payroll technology.
- Experience with system architecture, tenant management, and version upgrades.
- WFS certification is an advantage

Essential Requirements:

- Bachelor's degree, preferably in Computer Science, Information Technology, Computer Engineering, or related IT discipline
- 7+ years of IT experience, knowledge of the HR function and processes is must
- At least 1 end-to-end WFS implementation of core Workforce suite in a lead role or worked in Operations team for WFS support.
- Experience in all phases of the technology implementation lifecycle (requirements gathering, design, build, go-live, testing)
- Experience leading requirements gathering workshops or facilitating meetings
- Ability to interact at all levels of the organization
- Ability to manage work, lead as necessary and mentor team members
- Ability to do business consult independently and take decisions
- Strong problem solving and troubleshooting skills with the ability to exercise mature judgment
- Excellent interpersonal skills along with strong written and verbal communication and the ability to communicate effectively to non-technical audiences as well as senior technical personnel. The individual should have the ability to work effectively as an individual or in a team environment.
- Excellent teamwork and interpersonal skills
- Experience as a partner or client of Workforce through an implementation journey
- Understanding of payroll and time processes and exposure to payroll technology

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

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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>

Division

Operations

Business Unit

CTS

Location

India

Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Technology Transformation
Job Type
Full time
Employment Type
Regular
Shift Work
No
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