

# People Partner

Job ID  
REQ-10034663  
Dec 20, 2024  
USA

## Summary

Location: Durham, North Carolina (Hybrid)  
#LI-Hybrid

### Job Purpose

The US People and Organization (P&O) team is seeking a new People Partner to support the Gene Therapies (GTX) manufacturing facility in Durham, North Carolina. The role will be based on site at a minimum of 3 days per week.

Our People Partners act as a trusted advisors offering in-country policy expertise and knowledge to support and educate leaders, managers and associates on all People and Organization (P&O) topics on the moments that matter. People Partners support 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 agents of change by working collaboratively with Business Partners and Senior People Partners. Serve as mentors to People Partner Specialists as appropriate.

## About the Role

### Major Accountabilities:

- First point of escalation for all leaders and managers on their day-to-day P&O topics, providing expert advice, guidance and support. Accountable for credible P&O People Partnering to leaders, managers and associates, offering support and coaching leaders, manager and associates on all P&O topics including promoting self-sufficiency in people processes
- Implements P&O initiatives, supporting the overall P&O strategy. Champions culture and supports implementation of corporate initiatives. Ensure People Partnering processes are accomplished with high quality and efficiency
- Coaches and guides people managers on role evaluations in line with local governance. Manage internal movement offers and mobility. Design new hire on-boarding initiatives. May consult and advise on Team Effectiveness including Psychological Safety
- 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
- Proactively supporting issues around D&I efforts and align with global or local initiatives / implementation of corporate initiatives. e.g., gender representation, LGBTI, pay equity
- Ensures local Employee Relations regulations are in line with local regulations and Novartis integrity standards from a cross divisional / country lens. Employee relations within client group, coaching and

mentoring associates and managers. Ensure compliance with local equity / Equal Employment Opportunity (EEO) regulations

- Manage the delivery of in-country transformations, consult with legal, provides advice and guidance for managers through the local US process, oversee associate notice / handover meetings and overall restructuring life cycle. Manage the execution of local implementation of large-scale organizational and day-to-day organizational structure changes, in line with country regulations / policies
- Promotes the contribution of ideas and solutions to the P&O network (Country Business Partners, Global Business Partners and Country P&O Boards). Seeks to establish strong relationships with cross-divisional P&O community members to understand needs and challenges and drive continuous improvement. Provides coaching and counselling to Country P&O Business Partners on local policies and processes
- Embraces customer feedback to understand the customer journey with moments that matter and makes recommendations for continuous improvement. Implement enhancements and modification as necessary to meet both the business and customer needs

### **What you will bring to the role;**

- BA Degree in a relevant HR or related discipline required
- At minimum 5+ years of relevant experience supporting a regulated manufacturing environment from an HR perspective required. At minimum 4+ Years experience in HR manager level role (or equivalent) preferred
- Experience supporting a Pharmaceutical Manufacturing environment strongly preferred
- Strong Interpersonal skills; Proactive, responsive and ability to work independently with all levels of the organization. Ability to handle multiple conflicting tasks in a fast-paced environment is a must
- Coaching and Mentoring; proficient in facilitation, influencing and collaborating across boundaries. Strong Project management capabilities and people analytics skills, effectiveness with data / metrics / reporting to inform decision making. Employee relations, Risk management and Change management expertise
- Fluency in English both oral and written communication skills

The pay range for this position at commencement of employment is expected to be between \$ 98,700 to \$183,300 per year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: [novartis-life-handbook.pdf](#)

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  
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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: <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>

### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

People & Organization

Business Unit

CTS

Location

USA

State

North Carolina

Site

Durham

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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