

# GxP T&L Operational Expert

Job ID  
REQ-10045302  
Apr 03, 2025  
India

## Summary

Operationally support T&L activities across defined scope within Novartis, to ensure compliance and enhance access to learning for associates.

## About the Role

### Major accountabilities:

- Compliantly manage the in-scope training matrix.
- Define system set-up and co-ordinate appropriate learning management system maintenance for all in-scope training requirements (courses, curricula, assignments etc.) with the LMS administrators.
- Manage all in-scope reporting requirements.
- Communicate appropriately on availability of learning content, to support the curiosity and growth of Novartis associates.
- Manage and support local learning events across defined scope within Novartis.

### Key performance indicators:

- Feedback from internal partners and client groups
- Implementation of all training events within the Novartis efficiently and effectively.
- Compliant management of the training matrix.

### Minimum Requirements:

#### Soft Skills:

- Ability to work with a cross-functional, cross-cultural team within a matrix organization Strong customer service orientation

#### Professional:

- Demonstrated experience of working with IT tools, experience with learning management systems advantageous

#### Leadership:

- Knowledge of GxP requirements (esp. training and documentation)
- Demonstrates strong self-awareness and continually seeks feedback to support own development.

## Languages :

- 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**

**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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Division

Operations

Business Unit

Innovative Medicines

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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