

# Manager, US People & Culture

Job ID  
REQ-10009874  
Jun 13, 2024  
USA

## Summary

Location: East Hanover, NJ (Hybrid) #LI-Hybrid About the role: Provide implementation for the people and culture experience of Novartis in the US for associates and external audiences, including perspective talent. Strong relationship and partners with our site partners.

## About the Role

### Your Key Responsibilities:

- Content creation and tactical execution to implement people experience and bring to life the Novartis culture within the US.
- Oversee US internal distribution channels (i.e., email inbox, distribution lists).
- Generate and publish content & new platforms for comms (i.e., US intranet, My Company).
- Site communications, including business partner with REFs.
- Create and manage metrics for US People and Culture function, including tracking insights, report generation and analysis.
- Connect and partner with global colleagues across People & Culture.

### Role Requirements

- BA/BS required, advanced degree a plus
- 5+ years of experience in internal communications or culture engagement (preferred), with a healthcare and/or pharmaceutical background or translatable industry background
- Demonstrated ability to execute communications planning with measurable results
- Creative experience building, content generation and social media experience
- Project management skills
- Excellent written and verbal communication skills – including narrative writing, content development
- Team and work style that is exemplary of Novartis culture and behaviors
- Strong interpersonal skills with ability to effectively interact with colleagues and multiple teams; collaborative enterprise mindset with comfort in working in a matrix environment
- Strong curiosity and good business acumen, analytical and critical thinking
- Ability to multi-task and manage complex issues into simple effective solutions

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$102,400.00 and \$153,600.00 / 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.

**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:  
<https://talentnetwork.novartis.com/network>

Division

Corporate Affairs

Business Unit

CTS

Location

USA

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network> 2/3

3. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/East-Hanover/Manager--US-People---Culture\\_REQ-10009874-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/East-Hanover/Manager--US-People---Culture_REQ-10009874-1)
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/East-Hanover/Manager--US-People---Culture\\_REQ-10009874-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/East-Hanover/Manager--US-People---Culture_REQ-10009874-1)