

# Learning Solution Specialist

Job ID  
REQ-10024652  
Nov 04, 2024  
Switzerland

## Summary

Location: Basel, Switzerland

We are seeking a skilled and motivated individual with high learning agility to join our team as a Learning Solutions Specialist. In this role, you will be responsible for utilizing your technological & digital savviness and strong analytical mindset to provide valuable insights and ensure quality analytics and metrics on learning deliverables. You will also utilize your expertise in learning management systems and execution of in person & virtual learning events to ensure a high-quality learning experience. Furthermore, you will interface with all levels of the organization, integrate metrics and department data, and contribute to the management of the department learning portfolio.

## About the Role

### Key Responsibilities:

#### DevLearning Portfolio & Data

- Prepare and deliver monthly metrics and reporting for key stakeholders, highlighting key findings and actionable insights.
- Analyze and clean complex data sets, ensuring data integrity and accuracy.
- Identify patterns, trends, and opportunities for improvement within the data.
- Contribute to the management of the department portfolio by accurately managing department book of work tools, systems, and processes.
- Management of the learning catalogue, course creation / scheduling and execution of in person virtual and blended learning solutions.

#### DevLearning Operations

- Manage the delegated tasks to LTS and IME
- Perform Learning Management System (LMS) local administrator role, including operational activities for all department courses to ensure accurate entry in the LMS.
- Ensure successful logistics and operations of department learning deliverables through delegation and oversight, including on site and virtual support, as needed.

#### DevLearning Administration

- Participate in program communications planning and execution, ensuring effective and consistent communication channels and messaging. Includes supporting the maintenance of SharePoint sites.

- Owning the execution of department purchase orders (POs), and contributing to the department budget, ensuring compliance with financial policies and procedures.

### **What you'll bring to the role:**

### **Essential Requirements:**

- Bachelor's degree in a relevant field (e.g., Business Administration, Analytics, Learning).
- Experience in a consulting or analytical role, with a strong focus on data analysis and problem-solving with large company in related fields
- Proficiency in data analysis tools and techniques, with a keen eye for detail in data cleaning. Ability to learn new tools and technologies
- Excellent written and verbal communication skills (proficiency in English required), with the ability to interface effectively with team members and cross-department colleagues paired with strong organizational and project management skills and the ability to handle multiple tasks simultaneously.
- Demonstrated ability to work independently and as part of a team, collaborating with global stakeholders.

### **Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [diversity.inclusion\\_ch@novartis.com](mailto:diversity.inclusion_ch@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Division

Development

Business Unit

Innovative Medicines

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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