

# 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](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***

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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

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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