

# People Partner

Job ID

REQ-10050966

Jul 07, 2025

India

## Summary

-To act as a trusted advisor offering in-country policy expertise and knowledge to support and educate leaders, managers and associates on all P&O topics on the moments that matter. -People Partners support all 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 detailed designers and agents of change by working with Business Partners. -The People Partner lead in small countries acts as a single point of contact within country to align on people partner related issues, above country topics and coordination of country team members. -Typically manages P&O people partnering, where: -Direct FTE supported by role (for Manager FTE supported by team); 250+. -Stakeholder Profile (Number of OPMs); 70+.

## About the Role

### Major accountabilities:

- Partnering and coaching managers and associates on People related Processes and moments that matter.
- Drives P&O initiatives, supporting the overall P&O strategy -Activate business ownership and accountability of diversity, equity and inclusion initiatives -Advise on and handle diversity, equity and inclusion at all levels, e.g., gender representation, LGBTI, pay equity -Champions culture and supports implementation of corporate initiatives (e.g. Evolve, hybrid working) -Coaches and guides people managers on role evaluations in line with local governance.
- Communicate full spectrum of inclusion & Psychological Safety -Design new hire onboarding initiatives.
- 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.
- Drive D&I efforts and align with global or local initiatives / implementation.
- Drives quality, effectiveness, efficiency and continuous improvement for P&O People Partnering and related processes.
- Embraces customer feedback to understand the customer journey with moments that matter and drives continuous improvement.
- Implement enhancements and modification as necessary to meet both the business and customer needs.
- Ensure compliance with local equity / Equal Employment Opportunity (EEO) regulations -First point of escalation for all leaders and managers on their day-to-day P&O topics, providing expert advice, guidance and support.
- Lead the delivery of in-country transformations, consult and negotiate with local works council / unions, provide advice and guidance for managers through the local process, oversee associate notice /

handover meetings and overall restructuring lifecycle.

- Lead the execution of local implementation of large-scale organizational and day-to-day organizational structure changes, in line with country regulations / policies.
- Leads alignment and harmonization of local regulations with P&O Board; monitors compliance, risk management and review P&O controls (as part of the NFCM framework) working with People Partner team.
- Manage internal movement offers and mobility.
- Promotes the contribution of ideas and solutions to the P&O network (Country Business Partners, Global Business Partners and Country P&O Boards).
- Provide credible P&O People Partnering to people leaders, manager and associates offering advice and guidance on the moments that matter.
- Provides coaching and counselling to Country P&O Business Partners on local policies and processes.
- Seeks to establish strong relationships with cross-divisional P&O community members to understand needs and challenges and drive continuous improvement.
- Support and coach leaders, manager and associates on all P&O topics including promoting self-sufficiency in people processes.
- Support in country where there is no TAS presence.

#### **Key performance indicators:**

- Demonstrate ability to leverage data and analytics for business insights to inform business decisions evidenced through positive client feedback.
- Demonstrate service delivery levels are within defined SLAs.
- Demonstrate simplification and optimization of local People Partner team processes (e.g., time efficiencies, handoff reduction, quality improvement).
- Ensure compliance to global standards by meeting acceptable tolerances of risks / issues / audit findings.
- Lead and project manage the delivery of P&O initiatives against agreed timelines, scope and objectives (time, cost, quality).
- Monitor and ensure FTE cost control, operational costs, budgeting processes and SLAs are met and remain compliant.

#### **Minimum Requirements:**

##### **Work Experience:**

- Functional Breadth.
- Leading large and/or diverse multi-functional teams.
- Project Management.
- Operations Management and Execution.
- Representing the organization.
- Collaborating across boundaries.

##### **Skills:**

- Business Acumen.
- Change Implementation.
- Coaching.
- Connecting The Dots.
- Data Analysis & Reporting.
- Empathy.
- Employee Lifecycle Management.

- Employee Relations & Engagement.
- Influencing.
- Matrix Collaboration.
- Operational Excellence.
- Performance Management.
- Project Management.
- Resilience.
- Stakeholder Management.

## Languages :

- English.

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Division

People & Organization

Business Unit

Universal Hierarchy Node

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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[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.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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