

Višji specialist, DDIT OPX Sprememba in angažiranost (m/ž/d) / Senior Specialist, DDIT OPX Change & Engagement (m/f/d)

Job ID
REQ-10026740
Nov 20, 2024
Slovenia

About the Role

Vaše ključne odgovornosti:

- Podpora lokalnemu vodji DD&IT spletnega mesta in ekipi pri načrtovanju in izvajanju lokalnega načrta DD&IT (IT) (vključno z, vendar ne omejeno na sodelovanje in komunikacijo zaposlenih, učenje in razvoj, finančno poročanje in načrtovanje proračuna ter vsakodnevne operacije na spletnem mestu)
- Usklajevanje izvajanja ključnih operativnih procesov za lokacijo, kot so: načrtovanje in organizacija dogodkov (mestne hiše, vključevanje novih zaposlenih, team buildingi, forumi menedžerjev itd.)
- Spodbujanje pobud za ohranjanje visoke morale organizacije in pomoč sodelavcem, da se osredotočijo na splošne prednostne naloge za DD&IT in Novartisove operacije.
- Razviti in izvajati načrte in dejavnosti za spremembe in sodelovanje ter komunikacijo na kraju samem v skladu z globalno strategijo DD&IT Change & Engagement
- Usklajevanje kulture in tem, povezanih z ljudmi, da zagotovite napredek v smeri navdihnjene, nešefove, radovedne in agilne organizacije.
- Prispevati k pobudam, ki jih vodi skupnost operativne odličnosti in načrtovanja, da se zagotovi medfunkcionalna standardizacija in standardizacija med lokacijami
- Spremljanje in merjenje učinkovitosti sprememb in komunikacijskih pobud.

Vaš doprinos k delovnem mestu:

- Univerzitetna izobrazba iz IT/managementa ali sorodnega področja.
- Izkušnje v večnacionalnem okolju, interakcija z višjim vodstvom.
- Močne spretnosti vodenja projektov s sposobnostjo obvladovanja več prednostnih nalog.
- Odlične komunikacijske in medosebne veščine. Tekoče znanje pisne in govorne angleščine.
- Strokovno znanje pri upravljanju komunikacijskih kanalov (e-pošta, družbeni mediji, interne strani, dogodki).
- Sposobnost analiziranja podatkov in razvijanja uporabnih vpogledov ter strokovno znanje zbirke Microsoft Office.
- Dokazane izkušnje pri upravljanju sprememb in angažiranosti zaposlenih.
- Razumevanje farmacevtske industrije, pri čemer je poznavanje globalnih poslovnih procesov prednost.
- Visoka stopnja osebne integritete s sposobnostjo strokovnega obravnavanja zaupnih zadev ter izkazovanja zdrave presoje in zrelosti.
- Sposobnost obvladovanja konkurenčnih prednostnih nalog in iskanje soglasja, kadar imajo zainteresirane strani različna ali celo nasprotujoča si mnenja

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Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločen čas s poskusno dobo 6 mesecev.

Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Kaj nudimo:

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, zaposlitev v podjetju s certifikatom TOP Employer, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključenosti

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Key Responsibilities:

- Support local DD&IT Site Lead and team in planning and delivering on local DD&IT (IT) roadmap (including but not limited to employee engagement and communications, learning & development, financial reporting and budgeting planning, and day-to-day site operations)
- Coordinate the execution of key operational processes for the location such as: planning and organizing events (townhalls, new employee onboarding, team buildings, managers forums, etc.)
- Drive initiatives to keep the organization's morale high and help associates to focus on the overall priorities for DD&IT and Novartis Operations.
- Develop and implement change & engagement and communication plans and activities on site, in alignment with the global DD&IT Change & Engagement strategy
- Coordinate culture and people-related topics to ensure progress towards inspired, unbossed, curious, and agile organization.
- Contribute to the initiatives led by the Operational Excellence and Planning community to ensure cross-functional and cross-location standardization
- Monitor and measure the effectiveness of change and communications initiatives.

Essential Requirements:

- University degree in IT/Management or a related field.
- Experience in a multi-national environment, interacting with senior management.
- Strong project management skills with the ability to handle multiple priorities.
- Excellent communication and interpersonal skills. Fluency in written and spoken English.
- Expertise in managing communication channels (email, social media, internal sites, events).
- Ability to analyze data and develop actionable insights as well as proficiency in Microsoft Office Suite.
- Proven experience in change management and employee engagement.
- Understanding of the pharmaceutical industry, with familiarity in global business processes being an advantage.
- High level of personal integrity, with the ability to handle confidential matters professionally and demonstrate sound judgment and maturity.
- Ability to handle competing priorities, and seeking consensus when stakeholders have different or even

contradicting opinions

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We offer permanent employment with 6 months of probation period. Submit your application with the CV in Slovenian and English language.

You'll receive:

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Wellbeing), employment at Top SI Employer, Unlimited learning and development opportunities.

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.

Role Requirements

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>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

CTS

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
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6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Viji-specialist--DDIT-OPX-Sprememba-in-angairanost--m--d----Senior-Specialist--DDIT-OPX-Change---Engagement--m-f-d-_REQ-10026740-1