

Associate Director, Talent Acquisition, Operations

Job ID

REQ-10024814

Nov 25, 2024

India

About the Role

Key responsibilities:

- To define and execute the fit for purpose end-to-end Talent Acquisition strategy for GBS, DDIT & Technical Operations. Enable your team to streamline and accelerate our recruitment efforts throughout the whole candidate lifecycle.
- As a Talent Acquisition Lead in India, you will drive operational excellence throughout the talent acquisition lifecycle, including data integrity, and adherence to key TA success metrics.
- You will lead, coach, and develop a group of experienced talent acquisition business partners responsible for acquiring the most diverse top talent. You will oversee capacity planning as well as the performance and capability building of your team. Proactively give feedback to your teams on their performance and work with them to ensure they reach their growth potential.
- Develop engaging relationships with hiring managers and leaders at all levels across functions and provide coaching and training in the end-to-end hiring funnel to enable co-ownership of the hiring agenda.
- Partner and co-own current hiring and future pipeline requirements with our sourcing team with specific focus on niche & business critical skill areas.
- Develop a data-driven approach to optimize our efficiency, inform decision-making and enable more proactive planning of our workforce, in collaboration with other TA and P&O leaders.
- Collaborate with Recruitment Marketing to help identify passive, diverse top talent to raise awareness. You will proactively share market and competitive intelligence to inform talent, business, and organizational design decisions with the Business & P&O colleagues.
- You will drive a strong talent assessment process and rigor across all hiring teams that ultimately deliver the best talent.
- Provide regular progress updates to your team and project owners and leadership including market intelligence and competitor analysis for your function and region, as well as any hiring manager or candidate feedback.
- Be an ambassador for the Novartis mission and purpose, strengthen our employer brand and inspire candidates to join Novartis.

Essential Requirement:

- 12+ years of experience in recruitment either in an agency or inhouse talent acquisition team.
- Recent experience in leading, coaching & mentoring diverse talent acquisition teams across borders, preferably with expertise in hiring for business and pharma functions.
- Must have strong presentation, communication (both written and verbal), influencing and negotiation skills.
- Exceptional assessment and interviewing skills, with a strong command of assessment and selection

methodologies, instruments, and processes.

- Ability to manage relationships with Senior Leaders on the key deliverables and partner with your P&O peers to deliver a talent agenda.
- Previous experience in driving a targeted D&I hiring agenda across a complex ecosystem.
- Ability to extract and interpret data from internal and external data sources.

Desirable Requirements:

- Ability to navigate a complex and ambiguous environment.
- Ability to inspire and develop remote teams to become a best-in-class talent acquisition function that delivers exceptional candidate experience.
- Expertise and understanding of the latest regional hiring trends with a focus on the pharmaceutical industry.
- Strong project management and critical thinking skills with thorough attention to detail.

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

People & Organization

Business Unit

CTS

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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