

Director –Global Learning Program Management

Job ID
REQ-10014302
Sep 03, 2024
Ireland

Summary

Location:

About the role: Dublin, Ireland

The Director – Global Learning Program Management is responsible for ensuring adherence to ways of working for the enterprise Novartis Learning operating model, including the execution of governance mechanisms and necessary management reporting. This is a key role in the Learning CoE LT and also serves as the secretariat for the enterprise Learning governance forums (previously referred to as Novartis Learning Council).

The Director – Global Learning Program Management is also responsible for ensuring that key decisions concerning Learning initiatives across Novartis enterprise are integrated into other decision making forums and management processes where necessary (eg: P&O investment board).

The scope of the Global Learning Program Management office also includes the execution of strategic learning projects (eg: Learning Simplification program) as well as key 'business as usual' responsibilities of the Learning CoE including financial management, risk and compliance reporting, GxP training secretariat as well as learning requirements for M&As as needed.

About the Role

Key Responsibilities:

- Implement the required governance mechanisms to ensure adherence to ways of working for the enterprise Novartis Learning operating model – including establishment, maintenance and continuous improvement of key decision making forums for Learning at Novartis (previously referred to as Novartis Learning Council)
- Global program direction, management and execution of key strategic learning projects – including Learning Simplification program and other strategic projects as agreed with stakeholders
- Ensure all necessary management reporting (internal and external) for Learning as agreed with stakeholders and per external reporting requirements where relevant

- Implement and ensure clarity and transparency for Learning CoE budget and financial management of learning as agreed with stakeholders and in line with other decision making forums including P&O investment board
- As GxP training steering secretariat and in close partnership with key stakeholders (eg: Quality and other GxP training stakeholders) ensure clarity in responsibilities for GxP and regulatory training requirements
- Ensure adherence to Novartis process guidelines and governance as the Learning Business Process Owner
- Ensure other key strategic learning projects are executed on time and per stakeholder requirements including M&A learning requirements as needed

Key performances indicators / measure of success

- Adherence to agreed ways of working for Learning operating model at Novartis – as agreed with key stakeholders
- Learning function efficiency measurements – as agreed with key stakeholders D
- Delivery of strategic projects on time and as agreed with key stakeholders (including Learning Simplification program metrics and key deliverables)
- Learning CoE budget and financial management within targets and guidelines including P&O investment board where required

Minimum Requirements

- Bachelor or Master University degree in organizational change and / or HR technologies is desired
- English
- Significant success from within innovative and fast-paced environments (startups, digital companies etc.), additionally from large global employers under-going significant business model and/or digital transformation
- Strong leadership skills: ability to lead and motivate a team, set clear expectations, and foster a positive and inclusive work environment.
- Strategic thinking: developing and implementing organizational strategies, so strong strategic thinking and planning skills are essential.
- Excellent communication skills: effectively communicate with team members, senior leaders, and external stakeholders, both verbally and in writing.

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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.

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Division

People & Organization

Business Unit

CTS

Standort

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Site
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Company / Legal Entity
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Alternative Location 1
London (The Westworks), London, Vereinigtes Königreich
Alternative Location 2
Prague, Tschechische Republik
Functional Area
Humanressourcen
Job Type
Full time
Employment Type
Regular
Shift Work
No
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