

Ekspert izobraževanja in usposabljanja (m/ž/d) / Training & Learning Operations Expert (m/f/d)

Job ID
REQ-10043840
Mar 25, 2025
Slovenia

Summary

#LI-Hybrid Kot Ekspert izobraževanja in usposabljanja boste nudili operativno podporo dejavnostim v okviru usposabljanja in izobraževanja na opredeljenem področju znotraj s ciljem zagotoviti skladnost in sodelavcem omogočati oz. izboljšati dostopnost do izobraževanja, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. _____ We are seeking a Training & Learning Operations Expert. In this role, you will operationally support T&L activities across defined scope within NTO, to ensure compliance and enhance access to learning for associates in accordance with legislation, internal rules, good practices and business objectives.

About the Role

JOB DESCRIPTION:

Vaše ključne odgovornosti:

- Skladno upravljati oz. voditi matriko za usposabljanje na svojem področju.
- Opredeliti in vzpostaviti sistem in koordinirati oz. ustrezno vzdrževati sistem za upravljanje in vodenje izobraževanja za vse zahteve po usposabljanju na opredeljenem področju (tečaji, učni načrti, naloge itd.) skupaj z administratorji LMS.
- Upravljati z vsemi zahtevami za poročanje na opredeljenem področju.
- Ustrezno komunicirati o razpoložljivosti učnih vsebin ter na ta način nuditi podporo in omogočati vedoželjnost in rast sodelavcev v .
- Upravljati oz. voditi dogodke na področju izobraževanja za operativne centre v na lokalni ravni; nuditi podporo dogodkom na področju izobraževanja lokacijam na opredeljenem področju na lokalni ravni.
- Zastopanje vizije podjetja, vrednot in skrb za dobre medsebojne odnose s poslovnimi partnerji.
- Odgovornost za osebni in strokovni razvoj.
- Izvajanje in upoštevanje vseh navodil in zahtev za zagotavljanje varnega dela, varovanja okolja in premoženja.
- Ostale naloge določene z letnim pogovorom o ciljih in s kazalniki uspešnosti.
- Druge naloge po navodilu nadrejenega in naloge na podlagi posebnega imenovanja.

Vaš doprinos k delovnem mestu:

- Visokošolska stopnja izobrazbe izobrazbe naravoslovne ali družboslovne smeri.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.

- Delovne izkušnje s področja izobraževanja, kadrovskega področja ali podobno.

Zaželene izkušnje:

- Z izbranim kandidatom bomo sklenili delovno razmerje za **določen 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, 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.

V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov diversity.inclusion_slo@novartis.com in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

Key Responsibilities:

- Compliantly manage the in-scope training matrix.
- Define system set-up and coordinate appropriate learning management system maintenance for all in-scope training requirements (courses, curricula, assignments etc) with the LMS administrators.
- Manage all in-scope reporting requirements.
- Communicate appropriately on availability of learning content, to support the curiosity and growth of NTO associates.
- Manage local learning events for the NTO Operations Hubs; support local learning events on in-scope sites.
- Represent the vision and values of the company; establish and manage good relationships with business partners.
- Implement and adhere to all instructions and requirements for ensuring safety at work, protection of environment and assets.
- Implement the policy and objectives for safety at work, environmental protection in line with legislation and the company's internal regulations.
- Other assignments as determined in the annual interview about expected goals and by performance indicators.
- Other assignments as instructed by a superior and assignments arising from special appointment.

Essential Requirements:

- University degree in Life Sciences, Behavioural or Educational Sciences.
- Fluent in English

- Knowledge of MS Office
- Work experience in education, human resource or similar field.

Desirable Requirements:

- We offer **temporary 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), 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.

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 diversity.inclusion_slo@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

Innovative Medicines

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

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

Functional Area

Human Resources

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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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 diversity.inclusion_slo@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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