

GxP T&L Operational Expert

Job ID
REQ-10045302
Apr 03, 2025
India

Summary

Operationally support T&L activities across defined scope within Novartis, to ensure compliance and enhance access to learning for associates.

About the Role

Major accountabilities:

- Compliantly manage the in-scope training matrix.
- Define system set-up and co-ordinate 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 Novartis associates.
- Manage and support local learning events across defined scope within Novartis.

Key performance indicators:

- Feedback from internal partners and client groups
- Implementation of all training events within the Novartis efficiently and effectively.
- Compliant management of the training matrix.

Minimum Requirements:

Soft Skills:

- Ability to work with a cross-functional, cross-cultural team within a matrix organization Strong customer service orientation

Professional:

- Demonstrated experience of working with IT tools, experience with learning management systems advantageous

Leadership:

- Knowledge of GxP requirements (esp. training and documentation)
- Demonstrates strong self-awareness and continually seeks feedback to support own development.

Languages :

- English.

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.

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 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

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>

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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

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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