

Manager javnih zadev (m/ž/d) / Public Affairs Manager (m/f/d)

Job ID
REQ-10045333
Apr 24, 2025
Slovenia

Summary

#LI-Onsite

Kot Manager javnih zadev boste odgovorni za izvajanje Novartisove politične agende, da bi ustvarili optimalno politično okolje za relevantne teme in terapevtska področja. Uspešen kandidat bo odgovoren za oblikovanje zunanje politike za obravnavanje kratkoročnih poslovnih tveganj, prepoznavanje priložnosti in zagotavljanje, da je Novartis pozicioniran kot zaupanja vreden partner.

We are seeking a Manager javnih zadev. In this role, you will be responsible for implementation of Novartis policy agenda to create an optimal policy environment for relevant topics and therapeutic areas. The successful candidate will be responsible for shaping external policy to address short term business risks, identifying opportunities and ensuring Novartis is positioned as a trusted partner.

About the Role

Vaše ključne odgovornosti:

- Opredelite ključne prednostne naloge politike v skladu s komercialnim poslovanjem, Novartisovim poslovanjem in funkcionalnimi vodji PA.
- Razviti načrte PA in jih lokalno izvajati.
- Prispevati k oblikovanju in izvajanju ustreznih stališč, orodij in podatkov javne politike.
- V sodelovanju z regijami in vodjo za javne zadeve oblikovati močno strategijo in voditi izvajanje zagovorništva o prednostnih temah, vključno z zastopanostjo v ključnih združenjih.
- Oblikovati / izvajati zagovorništvo terapevtskih področij, kjer je to primerno.
- Zagotavljanje politične analize trendov na posameznem področju in vpliva na Novartis, svetovanje višjemu vodstvu o politiki in regionalnih vprašanjih.
- Vzor kulture Novartis.
- Podpora organizaciji obiskov proizvodnih lokacij Novartis za najvišje notranje in zunanje deležnike.
- Poročanje o tehničnih pritožbah / neželenih dogodkih / posebnih scenarijih v zvezi z izdelki Novartis v 24 urah od prejema

Vaš doprinos k delovnem mestu:

- Univerzitetna stopnja izobrazbe političnih ved, prava, javnega zdravja ali katerega koli drugega

ustreznega področja

- Znanje angleškega in slovenskega jezika (pisnega in govornega)
- Dokazane izkušnje v vlogi za javne zadeve ali podobnem položaju.
- Izkušnje pri razvoju strategij za javne zadeve in njihovem izvajanju na lokalni ravni.
- Dokazana sposobnost gradnje močnih strateških odnosov in vodenja zagovorniških pobud
- Izkušnje s svetovanjem višjemu vodstvu o politiki in regionalnih vprašanjih.
- Izkušnje v farmacevtski industriji

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Za to vlogo ne moremo ponuditi podpore pri selitvi, zato se prepričajte, da vam je geografska lokacija dostopna in da imate potrebno pravico do delovnega statusa.

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:

- Identify key policy priorities in alignment with commercial business, Novartis Operations and functional PA leaders.
- Develop PA plans and drive execution locally.
- Contribute to the creation and implement relevant public policy positions, tools and data.
- In coordination with regions and Public Affairs Head, build a strong strategy and lead execution of advocacy on high priority topics, including representation in key associations.
- Design / execute therapeutic areas advocacy where applicable.
- Provide political analysis of trends in respective area and impact on Novartis, advise senior management on policy and regional issues.
- Role model the Novartis culture.
- Support of the organization of the Novartis production site visits for top internal and external stakeholders.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt

Essential Requirements

- University degree political sciences, law, public health or any other relevant area
- Proficiency in English and Slovenian (both written and spoken)
- Proven experience in a public affairs role or similar position.
- Experience in developing public affairs strategies and executing them at local level.
- Proven ability to build strong strategic relationships and lead advocacy initiatives
- Experience advising senior management on policy and regional issues.
- Experience within pharmaceutical industry

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

We are unable to offer relocation support for this role so please ensure the geographical location is accessible for you and that you have the necessary right to work status.

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
People & Organization
Business Unit
Corporate
Location
Slovenia

Site
Ljubljana
Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.
Functional Area
Communications & Public Affairs
Job Type
Full time
Employment Type
Regular
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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