

# People Partner manager

Job ID

REQ-10051689

May 16, 2025

Japan

## Summary

To act as a trusted advisor offering in-country policy expertise and knowledge to support and educate leaders, managers and associates on all HR(we call People & Organization in Novartis) topics on the moments that matter. People Partners support divisional customer groups enabling the delivery of lifecycle events, the employee value proposition, talent acquisition, talent management, learning, performance management, employee relations, rewards, pay and reporting.

信頼されるアドバイザーとして、人事のあらゆるトピックについて、リーダー、マネジャー、社員をサポートし、教育する。ライフサイクル・イベント、従業員価値提案、人材獲得、人材管理、学習、業績管理、従業員関係、報酬、給与、報告の実施を可能にするため、顧客グループをサポートする。

## About the Role

### Major accountabilities:

- Partnering and coaching managers and associates on People related Processes and moments that matter.
- Champions culture and supports implementation of corporate initiatives (e.g.Evaluation, hybrid working) Coaches and guides people managers on role evaluations in line with local governance.
- Embraces customer feedback to understand the customer journey with moments that matter and drives continuous improvement.
- Implement enhancements and modification as necessary to meet both the business and customer needs.
- First point of escalation for all leaders and managers on their day-to-day P&O topics, providing expert advice, guidance and support.
- Support and coach leaders, manager and associates on all P&O topics including promoting self-sufficiency in people processes.
- 人材に関するプロセスや重要事項について、マネージャーや社員と連携し、コーチングを行う。
- 企業文化のチャンピオンとなり、評価、ハイブリッドワーキングなどの実施をサポートする。ローカルガバナンスに沿った役割評価について、マネージャーを指導する。
- 顧客からのフィードバックを受け入れ、社員ライフサイクルを理解し、継続的な改善を推進する。
- ビジネスと顧客ニーズの両方を満たすために、必要に応じて機能強化や変更を実施する。
- 人事の日常的なトピックについて、リーダーやマネージャーの最初の相談窓口となり、専門的なアドバイス、ガイダンス、サポートを提供する。
- プロセスの自立促進を含め、人事に関するあらゆるトピックについて、リーダー、マネージャー、アソシエイトをサポートし、指導する。

### Requirements:

- Minimum of 3 years of experience as an HRBP in any industry and have a full range of experience

regarding the employee lifecycle.

- Must be able to handle a variety of operational work accurately and quickly.
- Ability to handle diverse operational work accurately and quickly.
- Skills in stakeholder management and creating an environment where everyone is comfortable to talk to.
- Fluent in both English and Japanese. Experience in a multinational company is highly desirable.
- A career outside of human resources is a plus.
- 業界を問わずHRBPとして3年以上の経験があり、社員のライフサイクルに関して一通りの経験をお持ちであること。
- 多様なオペレーションワークを正確かつ迅速に処理できること
- ステークホルダーマネジメントに長け、誰からも話しかけ易い環境を創造できるスキル。
- 日本語、英語ともに流暢で、多国籍企業で経験があれば更に望ましい。
- 人事以外のキャリアをお持ちであれば尚可

## **Benefits and Rewards:**

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook.

**[novartis-life-handbook.pdf](#)**

## **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 [midcareer-r.japan@novartis.com](mailto:midcareer-r.japan@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

Universal Hierarchy Node

Location

Japan

Site

Toranomon (NPKK Head Office)

Company / Legal Entity  
JP05 (FCRS = JP005) Novartis Pharma K.K.  
Functional Area  
Human Resources  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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