

Poslovni partner za izobraževanje in usposabljanje (m/ž/d) / Training & Learning Business Partner (m/f/d)

Job ID
REQ-10049843

4月 25, 2025

Slovenia

摘要

#LI-Hybrid ALI

Kot Poslovni partner za izobraževanje in usposabljanje boste podpirali razvoj in ohranjali veščine, znanja in zmogljivosti za sodelavce s pomočjo ustvarjanja in upravljanja zahtev po kvalifikacijah GxP in učinkovitih možnosti in priložnosti za izobraževanje, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji.

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We are seeking a Training & Learning Business Partner. In this role, you will support the development and maintenance of skills, knowledge and capabilities for NTO associates through the creation and management of GxP qualification requirements and effective learning opportunities in accordance with legislation, internal rules, good practices and business objectives

About the Role

Va š e ključne odgovornosti

- Sodelovati s strokovnjaki (SME) in operativnimi vodji pri opredelitvi, izvedbi in ohranitvi oz. vzdrževanju meril o usposobljenosti za naloge in vloge na opredeljenem obsegu področju.
- Vzdrževati oz. ohranjati izobraževalno matriko za opredeljeno področje in zagotoviti, da imajo vse vloge (del. mesta) / naloge opredeljena merila o usposobljenosti in ustrezne učne načrte ter da imajo vsi sodelavci dodeljene ustrezne zahteve.
- Sodelovati z operativnimi vodji in administratorji LMS, s ciljem skupaj določiti, izvajati in vzdrževati oz. ohranjati zahteve po izobraževanju in usposabljanju za vsakega sodelavca na opredeljenem področju.
- Opredeliti in vzdrževati oz. ohranjati sezname izbranih vsebin za vseščine in znanja na opredeljenem področju.
- Zagotoviti oblikovanje in razvoj učinkovitih vsebin za izobraževanje v skladu z andragoškim načeli poučevanja v sodelovanju s strokovnjaki (SME).
- 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.

Va š doprinos k delovnem mestu

- Visoko šolska stopnja izobrazbe naravoslovne, družboslovne ali pedagoške smeri.
- Izkušnje iz izobraževanja in usposabljanja predstavljajo prednost.
- Aktivno znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- 3 leta izkušenj v reguliranem okolju, zaželeno izkušnje s področja izobraževanja ali usposabljanja.

Z izbranim kandidatom bomo sklenili delovno razmerje za **določeno** časovno dobo **6 mesecev**. Prijavo oddajte z živiljenjepisom v slovenskem in angleškem jeziku.

Kaj nudimo:

Konkurenčni plačni paket, letni bonus, fleksibilen načina dela, možnost 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 živiljenja) 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 vključnosti 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.inclusionslo@novartis.com in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

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Key Responsibilities:

- Collaborate with SMEs and Operational Managers to define, implement and maintain qualification criteria for in-scope tasks and roles.
- Collaborate with SMEs and Operational Managers to define, implement and maintain training curricula for in-scope tasks and roles.
- Maintain the in-scope training matrix, ensuring that all roles/tasks have defined qualification criteria and supporting curricula, and that all associates are assigned the appropriate requirements.
- Collaborate with Operational Managers and LMS administrators to define, implement and maintain training requirements for each in-scope associate
- Define and maintain curated content lists for in-scope skills and knowledge areas.
- Ensure design and development of effective training content, in line with instructional design and adult learning principles, in collaboration with SMEs.
- 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.
- Experience in Training and Learning advantageous.
- Fluent in English.
- Knowledge of Microsoft Office.
- Minimum 3 years of experience in regulated environment, experience in field of training &

learning desirable

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.inclusionslo@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>

部门
Operations

Business Unit
Innovative Medicines

地点
Slovenia

站点
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.inclusionslo@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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