

External Workforce Management Advisor

Job ID
REQ-10060381

8月 26, 2025

Czech Republic

摘要

#LI-Hybrid

Location: Prague, Czech Republic or Hyderabad, India or Insurgents, M é xico

Workforce Advisory, positioned within our Talent Acquisition organization, is a critical (and new) capability that translates workforce demand into the appropriate supply strategy. The Workforce Advisor is expected to understand the work requirements from the business and hiring/ engagement manager and coordinates with the respective delivery organizations to deliver against the business objectives. The candidate will be responsible for guiding, advising and educating hiring/ engagement managers on our comprehensive integrated workforce management strategy that include the full workforce ecosystem (employees, contingent workers, and outsourced solutions) as well as taking location strategy into account.

About the Role

Key Responsibilities:

- ▮ Identify the work requirements (breaking down traditional role focus into tasks and skills).
- ▮ Understanding the full Workforce Ecosystem (internal and external workforce solutions).
- ▮ Ability to apply ‘ build, buy, borrow, bot and base ’ framework to determine a fit for purpose and compliant workforce strategy.
- ▮ Analyze and understand workforce data internally and external market data to identify trends, gaps and opportunities for workforce/ talent optimization.
- ▮ Provide regular reports/ updates on trends and insights to relevant stakeholders.
- ▮ Apply available data and insights to support and underpin workforce strategy advise.
- ▮ Determine the final work type classification, as per the Novartis External Workforce Management policy.
- ▮ Compliance and risk management - understand Global and country policies, tax and labor law.
- ▮ Coordinate with source data/ systems owners to ensure and/ or improve first time right data entry.
- ▮ Training and upskilling - Coordinate with training professionals to identify and deploy the workforce advisory curriculum.

Essential Requirements:

- ▮ Bachelor ’ s degree in HR, Business administration or related fields.
- ▮ Experience as a talent advisor, HR generalist, Global process coordinator/ manager or similar.
- ▮ Familiarity with HR/ workforce software and systems, particularly those related to talent management, workforce planning, and performance evaluation.
- ▮ Strong analytical skills with the ability to interpret data and generate meaningful insights.
- ▮ Excellent interpersonal and communication skills, with the ability to engage, advise and influence stakeholders at all levels.
- ▮ Advanced problem-solving and conflict resolution abilities
- ▮ Professional certifications in the HR domain desirable

Benefits & Rewards (Applicable for Prague)

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week

above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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 (Applicable for Prague)

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@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>

部門
People & Organization

Business Unit

Universal Hierarchy Node

地点

Czech Republic

站点

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Alternative Location 1

Hyderabad (Office), India

Alternative Location 2

INSURGENTES, Mexico

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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