

Learning Solutions Project Manager

Job ID
REQ-10061092

9月 10, 2025

Ireland

摘要

The Learning Project Manager (LPM) role is a key role within the Business Solutions, International Learning team. The LPM is the single point of contact with key stakeholders on all aspects of learning projects, from first discussions on learning solution requirements to final delivery of the agreed learning solution and project wrap-up, all with a view to establishing and building trust with key stakeholders, leading to an ongoing business relationship. The LPM is highly organised, comfortable dealing with senior stakeholders, well versed in project management methodologies, and knows adult learning theory and how to apply it to business learning solutions. The LPM is adaptable, flexible, comfortable with ambiguity and change, and capable of working autonomously when required while contributing to a strong team dynamic. Combined experience in the Pharma industry and/or a Commercial field would serve as a strong advantage.

About the Role

The Learning Project Manager 's responsibilities include (but are not limited to):

- Employing project management principles, processes, and tools to drive end-to-end delivery of learning solutions and projects - ensuring, e.g., communications, meeting notes/agendas, project plans, tasks, and agreed scope and/or scope changes are tracked and managed effectively.
- Applying instructional design and learning experience design processes - e.g., conducting learning needs analysis, and ensuring the design of activities, and assessments are appropriate and meet the needs of target audience/s.
- Managing the end-to-end vendor management process - from selection through to project delivery.
- Implementing evaluation methods to ensure that learning solutions efficacy and impact can be measured.
- Building and development of strong sustainable relationships with all internal and external stakeholders, working collaboratively with them to achieve common goals and share knowledge and best practice.
- Ensuring the legal, compliance, localization, and translation needs/requirement of learning solutions are met.
- Regularly reinforcing the need for the organization to consider Learning Needs at the earliest point possible when resolving any 'business gaps', 'capability gaps', and/or 'skills gaps', for example, when a large/small-scale organisational transformation is being planned or in progress.
- Conduct and document retrospective and/or lessons learned sessions at appropriate intervals across the delivery cycle of learning solutions & projects.
- Designing and delivering 'Train-the-Trainer' sessions, e.g., engagement, activation, and coordination of participants as well as session facilitators (virtual and/or physical).
- Staying up to date with the latest trends in Learning, Learning Technologies (especially, AI), Learning Assessments, Evaluations, etc.

Requirements & what you will bring to the role

The ideal candidate will have:

- A strong background in project management and experience in successfully delivering complex learning (or similar) solutions as well as managing multiple stakeholders, projects/solutions, tasks and accountabilities simultaneously
- Training, teaching, and/or 'Train-the-Trainer' experience
- Advanced comprehension of learning theory and practice
- Pharma and/or health care and/or commercial sector experience (distinct advantage)
- Excellent presentation and communication skills and can, for example, articulate suitable methods for engaging and activating target participants onto learning initiatives; interact with senior leaders and stakeholders across the organization, and resolve issues and challenges when/where they arise
- Experience working with learning management systems and/or learner experience platforms (distinct advantage)
- Vendor selection and management experience
- A Project Management accreditation, e.g., PMP / Agile / Scrum / PRINCE (distinct advantage)
- A Community of Practice mindset - engaging, leveraging and sharing best practices in areas

such as, project management, learning experience design, and AI with direct team members and colleagues from the wider organisation

- Effective leadership skills with an ability to manage non-direct reports within a matrix organisation
- Experience with ambiguity, comfort with managing change and scope, and working with an agile/flexible mindset – adapting and growing to meet the evolving needs of the business.

Languages :

- Fluent written and spoken English (additional languages are advantageous)

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部门

International

Business Unit

Universal Hierarchy Node

地点

Ireland

站点

Dublin (NOCC)

Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area
Sales

Job Type
Full time

Employment Type
Regular

Shift Work
No

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