

## Associate Director, P&O (People&Organisation) Solution Delivery

Job ID  
REQ-10061372

9月 15, 2025

Czech Republic

### 摘要

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

The Associate Director, P&O Services Solution Delivery is responsible for driving the delivery of digital solutions across P&O services. This role acts as both an IT business partner and service delivery expert, working with stakeholders from ideation through delivery and transition to operations. The Associate Director ensures solutions are delivered with a focus on compliance, efficiency, and business value, following best industry practices

### About the Role

#### Key Responsibilities:

- Develop and execute the strategic roadmap for DDIT P&O IT solution delivery and business

partnering, with a focus on payroll, time, and broader P&O services. This includes the identification and selection of new technologies in collaboration with P&O teams, DDIT, and Procurement, ensuring a holistic approach to how technology solutions are delivered and transitioned into operations.

- Oversee the end-to-end delivery of digital solutions, particularly focusing on payroll, time, and P&O services platforms (e.g., Workforce Software, Workday, ServiceNow HR modules and other), including integrations with payroll providers and other HR technology solutions.
- Ensure the adoption and integration of emerging technologies to drive innovation, automation, and efficiency across payroll, time, and P&O services, aligned with the broader DD&IT technology strategy.
- Act as the primary liaison between DDIT and P&O stakeholders, translating business requirements into actionable IT initiatives and ensuring business value is delivered.
- Develop strong relationships with key stakeholders, providing strategic advice and ensuring alignment between IT and business priorities.
- Facilitate effective collaboration between IT and business teams to drive customer value
- Manage the respective demand and project portfolio for the assigned areas, ensuring cost-effective and timely delivery of IT solutions.
- Monitor and report on financial performance, identifying opportunities for cost optimization and efficiency improvements. Ensure compliance with Novartis financial policies and procedures.
- Identify and mitigate risks associated with IT projects and solution operations. Ensure compliance with relevant regulations (SOX IT, GxP, GDPR), standards, and best practices, particularly those relevant to payroll and employee data.
- Lead solution delivery according to Novartis ISRM and enterprise architecture standards and customer needs

#### Commitment to Diversity & Inclusion: :

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

#### What you ' ll bring to the role:

- Minimum of 5-7 years of experience in IT service delivery, preferably within payroll, time, and P&O services.
- Proven expertise in delivering IT solutions at scale, including integrations with global payroll providers. Experience with Agile Frameworks and Waterfall methodology
- Demonstrated experience in managing the full lifecycle of IT projects, from ideation to delivery and transition to operations.
- Strong knowledge of ITIL frameworks and practical experience in IT solution delivery. Experience applying automation, and analytics in payroll, time, and P&O services.
- Track record of vendor management and driving performance in AMS or hybrid operational models. Familiarity with P&O technologies such as Workday, Workforce Software, and ServiceNow for HR processes.

#### Desirable requirements:

- ITIL certification or equivalent service management training
- Bachelor ' s degree in Information Technology, Computer Science, Business Administration, or a related field.

#### You ' ll receive:

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 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car Allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

#### Accessibility and accommodation:

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 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>

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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  
CTS

地点  
Czech Republic

站点  
Prague

Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o.

Alternative Location 1  
INSURGENTES, Mexico

Functional Area  
Technology Transformation

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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