

## Junior People Partner

Job ID  
REQ-10061883

10月 13, 2025

Ireland

### 摘要

The Junior People Partner plays a critical role in supporting the People & Organisation (P&O) function in Novartis Ireland. This role is designed for an ambitious, proactive, and collaborative individual who is eager to grow within the P&O/HR space. The Junior People Partner will work closely with an experienced People Partnering Team, managers, leaders and Country P&O Head to deliver high-quality support across the employee experience. Through your hands-on work you will gain knowledge and invaluable experience to develop your core skills within areas such as employee relations, people partnering, project management, and people insights.

### About the Role

Location: Dublin, Ireland; Hybrid

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

### Key Responsibilities:

- First point of escalation for employees and managers on the day-to-day P&O topics, providing advice, guidance and support.
- Handle P&O administration including HRIS data quality, invoices, compliance, vendor engagement, and right to work/visa processes.
- Engage, support and driving a variety of P&O projects and initiatives, such as Onboarding, Knowledge Management and Reporting.
- Monitor compliance, risk management, and review P&O controls in collaboration with the P&O Head.
- Contribute ideas and solutions to the P&O network (Country Business Partners, Global Business Partners, and Country P&O Boards).
- Establish strong relationships with cross-divisional P&O community members to understand needs and drive continuous improvement.
- Support quality, effectiveness, efficiency, and continuous improvement for P&O People Partnering and related processes.
- Shadow and learn from People Partners and P&O Business Partner to build capability in areas such as employee relations and performance management.

### Minimum Requirements:

- Bachelor ' s degree in Business, Human Resources, or a related field; Master ' s degree is a plus.
- Strong interpersonal and communication skills.
- A collaborative mindset and ability to build trust and credibility with team and stakeholders.
- Customer-focused approach, delivering high-quality work to internal and external stakeholders.
- Proficiency in English (oral and written).
- Highly proficient in Microsoft Office (Outlook, Excel, PowerPoint, Word).
- Good judgement and discretion in managing sensitive and confidential situations.
- Technically savvy; exposure to HRIS systems like Workday is a strong advantage.

### Desired Requirements:

- Experience in an HR support, coordinator or administrator role.
- Understanding of Irish employment law and HR best practices.

### 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.

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  
People & Organization

Business Unit  
Universal Hierarchy Node

地点  
Ireland

站点  
Dublin (NOCC)

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

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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