

Ekspert izobraževanja in usposabljanja (m/ ž /d) / Training & Learning Operations Expert (m/f/d)

Job ID
REQ-10063361

10月 14, 2025

Slovenia

摘要

Delovno mesto je v Ljubljani, Slovenija. Novartis ne nudi podpore pri selitvi: prosimo, prijavite se le, če vam je lokacija dostopna.

Kot ekspert za izobraževanje in usposabljanje boste igrali ključno operativno podporo pri zagotavljanju nemotenega dostopa sodelavcev do kakovostnega GxP izobraževanja, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. To je priložnost, da ustvarite pomemben vpliv v reguliranem okolju, ki ceni inovacije, vključnost in nenehen razvoj.

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This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support: please only apply if accessible.

As a Training & Learning Operations Expert, you 'll play a vital operational support in ensuring our associates have seamless access to high-quality GxP training, in accordance with legislation, internal

rules, good practices and business objectives. This is your opportunity to make a meaningful difference in a regulated environment that values innovation, inclusion, and continuous development.

About the Role

Va š e ključne odgovornosti:

- Na črtovanje in upravljanje izobraževanja, vzdrževanje izobraževalne matrike, priprava učnih načrtov, priprava in spremljanje izvedbe Novartis izobraževalnega načrta ter drugih globalnih GxP izobraževanj.
- Sodelovanje z deležniki: Tesno sodelovanje s strokovnjaki (SME), operativnimi vodji in LMS administratorji pri definiranju in izvajanju učnih zahtev.
- Poročanje in analiza: Priprava KPI poročil, analiza statusov izobraževanj ter spremljanje statusa zaključnosti izobraževanj.
- Podpora in špekcijskim presojam: Priprava dokumentacije in poročil za inšpekcije ter koordinacija aktivnosti.
- Standardizacija in certifikacije: Podpora pri implementaciji standardiziranih procesov v skladu s strategijo, upravljanje kritičnih certifikacij in recertifikacij zaposlenih.
- 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, znanje francoskega jezika je prednost.
- Poznavanje orodja Microsoft Office.
- Izkušnje v reguliranem okolju, zaželeno izkušnje s področja izobraževanja ali usposabljanja.

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

Kaj nudimo:

Konkurenčni plačni paket, letni bonus, fleksibilen način 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 vključnosti

Novartis si prizadeva ustvariti izjemno, vključujočo 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:

- Planning and Managing Training: Maintaining the training matrix, preparing curricula, preparing and monitoring the implementation of the Novartis training plan and other GxP global trainings.
- Stakeholder Collaboration: Close cooperation with subject matter experts (SMEs), operational managers, and LMS administrators in defining and implementing training requirements.
- Reporting and Analysis: Preparing KPI reports, analyzing training statuses, and monitoring the completion status of trainings.
- Support for Inspections: Preparing documentation and reports for inspections and coordinating activities.
- Standardization and Certification: Supporting the implementation of standardized processes in line with strategy, managing critical certifications and recertifications of employees.
- 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 is an advantage.
- Fluent in English, fluency in French language is an advantage.
- Knowledge of Microsoft Office.
- 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.

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
Universal Hierarchy Node

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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