

## Associate Director Employee Relations

Job ID  
REQ-10064231

10月 10, 2025

Czech Republic

### 摘要

#LI-Hybrid

Location: Prague, Czech Republic or India, Hyderabad

This position will primarily focus on conducting internal investigations related to Employee Relations matters in response to concerns brought forward through the Company ' s various reporting channels, with respect to any actual or apparent violations of company policies or ethical standards, e.g. as laid out in the Novartis code of Ethics, primarily in the regions EMEA and APAC

### About the Role

Key Responsibilities:

- Conduct internal investigations, as assigned by the SpeakUp Office/Head of Employee Relations, of complaints relating to any actual or apparent violations of company policies, guidelines and ethical

standards that fall within the scope of Employee Relations.

- Develop investigation strategies, execute evidence finding e.g by interviewing and desktop research. Cooperate with SpeakUp Office, Legal, Global Security and P&O and to seek guidance as may be necessary.
- Develop and maintain appropriate investigative documentation, including detailed investigation notes and the completion of an investigative report to be provided to the SpeakUp Office.
- Partner with P&O, Ethics, Risks and Compliance (ERC), Legal and SpeakUp Office to develop programs and tools aimed at educating employees and reducing and preventing employee relations issues.
- Facilitate training on internal investigations, conflict resolution and various Company policies. May also conduct tailored training for specific business areas, based on unique needs identified.
- Coach and mentor local case investigators to achieve high quality standards in investigations across countries and functions.

#### Essential Requirements:

- Bachelor ' s degree in Human Resources, Business Administration, Law, or related field.
- Relevant years of experience in employee relations, HR investigations, or equivalent roles.
- A pplied experience in conducting complex investigations/interviews
- Excellent interpersonal and communication skills, with the ability to handle sensitive situations effectively.
- High level of integrity and the ability to maintain confidentiality at all times
- Professional level of English, both written and spoken

#### 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); Car 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

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](mailto: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>

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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  
Czech Republic

站点  
Prague

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

Alternative Location 1  
Hyderabad (Office), India

Functional Area  
Human Resources

Job Type  
Full time

Employment Type  
Regul ä r

Shift Work  
No

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