

# Specialist Resource Management

Job ID  
REQ-10013034  
Jul 08, 2024  
Czech Republic

## Summary

Provide operational support in the execution of Resource Management. Support data collection and analysis.

## About the Role

### Major accountabilities:

- Manage LDC onboarding process, including Internal and External resource management
- Provide regular reporting on resource management activities
- Support the Heads and their teams in running the day-to-day management activities.
- Support the execution of key operational processes for the Function such as: people development and upskilling, training, and communications, etc. to ensure smooth running of the business and achievement of operational targets. Support the adoption of Ways of Working implemented on a local or global level in line with organizational direction.
- Contribute to operational excellence in area of resource management and onboarding in LDC Program

### Key performance indicators:

- Timely and accurate LF reviews and budgeting process, -Operational targets (including Talent, HC, I2P, Project and Service Delivery, Financials, Risk & Compliance, etc.) are met. Effective collaboration model in place within and across LDC program. Adoption of New WoW by the Function (portfolio productization, number of associates trained/squad camps)

### Minimum Requirements:

#### Work Experience:

- Influencing without authority.
- Financial Management.
- Track record delivering global solutions at scale.

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

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Hyderabad (Office), India

Job Type

Full time

Employment Type

Regular

Shift Work

No

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