

# P&O Manager, People Partner

Job ID  
 REQ-10010118  
 Sep 03, 2024  
 China

## Summary

	P&O	People Partners	People
Partners	P&O	“ ”	
P&O			
~ FTE	FTE ;250+		
~ OPM	;70+		

## About the Role

### Key Responsibilities

- Accountable for credible P&O People Partnering to leaders, managers, and associates, offering advice and guidance on the moments that matter.
- Activate business ownership and accountability of diversity, equity and inclusion initiatives. Acts as the escalation point for exceptions to P&O standards (regulations and P&O processes), deviations or appeals.
- Analyzes relevant data and metrics to understand and anticipate annual workload trends to ensure the team has capacity to meet business needs. Champions culture and supports implementation of corporate initiatives (e.g., CwR, Evolve, Go Big on Learning)
- Clarify People Partner team priorities linked to purpose and strategy, helping collaborate with other teams, manage across the matrix, remove obstacles and overcome silos. Collaborates with other P&O People Partner Heads in other countries, regions and clusters to maintain a consistent standard globally. Communicate full spectrum of inclusion & Psychological Safety
- Drive buy-in and utilization of data and analytics to identify risk and trends, and to apply these business insights to inform decisions and actions. Drive D&I efforts and align with global or local initiatives / implementation. Drives quality, effectiveness, efficiency and continuous improvement for P&O People Partnering and related processes.
- Embraces customer feedback to understand the customer journey with moments that matter and drives continuous improvement. Implement enhancements and modification as necessary to meet both the business and customer needs. Ensure compliance with local equity / Equal Employment Opportunity (EEO) regulations. First point of escalation for all leaders and managers on their day-to-day P&O topics, providing expert advice, guidance and support. Identify required critical capabilities for the future and establish plans to meet capability gaps at the organization and individual level.
- Lead career and development conversations; understand team aspirations, skills and the capabilities required for success. Lead the delivery of in-country transformations, consult and negotiate with local works council / unions, provide advice and guidance for managers through the local process, oversee associate notice / handover meetings and overall restructuring lifecycle. Leads the People Partner team

to ensure successful country transitions and integrations including effective change management and business continuity.

- Provides coaching and counselling to Country P&O Business Partners on local policies and processes.

### **Essential Requirements:**

- Bachelor degree and above, excellent spoken and written English & Chinese
- Preferably 8 years or above HRBP/ HR Generalist in a multi-national company
- Track records of working as a professional and valuable HR partner to coach and counsel leaders and team on various HR issues
- Excellent project management skill
- Good communication, presentation and stakeholder management skill
- Be agile and resilient

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**You'll Receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

### **Accessibility and Accommodation:**

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People & Organization

Business Unit

Innovative Medicines

Location

China

Site

Shanghai (Shanghai)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Human Resources

Job Type

Full time

Employment Type

Shift Work

No

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