

# People Partner / HR Generalist (Maternity cover ~1-2 years)

Job ID  
REQ-10020044  
Aug 23, 2024  
Bulgaria

## Summary

As a People Partner, you will provide in-country policy expertise and HR generalist knowledge to support and educate leaders, managers, and associates on all People & Organization (P&O) topics. People Partners support all divisional customer groups in country enabling the delivery of lifecycle events, the employee value proposition, talent management, performance management, employee relations, rewards, and reporting. In addition, People Partners implement P&O change initiatives at a country level acting as change agents. This is a maternity cover opportunity for approximately 1-2 years.

## About the Role

### Major accountabilities:

- Partner with the Bulgarian Leadership Team to understand business objectives and provide HR/P&O advice to drive organizational goals.
- Lead and contribute to key HR/P&O initiatives, including performance management, talent development and succession planning.
- Support all people managers with their day-to-day P&O topics, providing advice and specialist knowledge.
- Provide credible P&O People Partnering to all employees and act as sparring partner to people managers.
- Drive quality, effectiveness, efficiency, and continuous improvement for P&O related processes.
- Drive the execution of local implementation of organizational structure changes in line with country regulations / policies.
- Provide advice for managers on labor law related matters.
- Oversee the end-to-end payroll process and coordinate the vendor.
- Ensure accuracy and compliance with all P&O/HR documentation.
- Mediate and resolve employee relations issues.
- Provide mentorship and counselling on local policies and processes.
- Drive organizational, talent and culture agenda.
- P&O regular administration

### Key performance indicators:

- Demonstrate ability to leverage data and analytics for business insights to inform business decisions evidenced through positive client feedback.

- Demonstrate simplification and optimization of local People Partner team processes
- Ensure compliance to global standards by meeting acceptable tolerances of risks / issues / audit findings.
- Lead and project manage the delivery of P&O initiatives against agreed timelines, scope and objectives (time, cost, quality).
- Monitor and ensure FTE cost control, operational costs, budgeting processes and SLAs are met and remain compliant.

### **Minimum Requirements:**

#### **Work Experience:**

- Bachelor's or master's degree
- Excellent level of Bulgarian; Proficient in English;
- Other languages spoken in the ECC countries will be valuable (Russian, Croatian, Bosnian, Serbian, Albanian, Latvian, Lithuanian, Estonian, Ukrainian, Slovenian)
- 5 + years of HR generalist experience across the employee lifecycle of activities
- Strong Payroll knowledge
- Excellent communication, influencing and leadership skills, which allow you to build solid relationships and trust with a great number of partners of all levels
- Ability to deal with a complex and diversified environment
- Proven project management skills
- Sound analytical skills and labor law knowledge

Strong team player, desire to deliver high quality impact to your business units

#### **Skills:**

- Business Acumen.
- Change Implementation.
- Coaching.
- Connecting The Dots.
- Data Analysis & Reporting.
- Empathy.
- Employee Lifecycle Management.
- Employee Relations & Engagement.
- Influencing.
- Matrix Collaboration.
- Operational Excellence.
- Performance Management.
- Project Management.
- Resilience.
- Stakeholder Management.

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Division

People & Organization

Business Unit

Innovative Medicines

Location

Bulgaria

Site

Bulgaria

Company / Legal Entity

BG03 (FCRS = BG003) NPHS Bulgaria

Functional Area

Human Resources

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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### **List of links present in page**

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>

4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Bulgaria/People-Partner---HR-Generalist--Maternity-cover--1-2-years-\\_REQ-10020044](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Bulgaria/People-Partner---HR-Generalist--Maternity-cover--1-2-years-_REQ-10020044)
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Bulgaria/People-Partner---HR-Generalist--Maternity-cover--1-2-years-\\_REQ-10020044](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Bulgaria/People-Partner---HR-Generalist--Maternity-cover--1-2-years-_REQ-10020044)