

Manager, People and Culture Communications

Job ID
REQ-10037581
Mar 04, 2025
Japan

Summary

The People & Culture Communications Manager is responsible for setting and fostering the people and culture experience of Novartis for Japan associates and external audiences, including potential talent. The person should build a strong relationship with our People & Organization function and be a true thought partner for the team.

About the Role

Major accountabilities:

- Define, manage and execute plan to elevate people and culture experience within Novartis.
- Shape the culture and experience of working at Novartis with both internal and external audiences.
- Generate and own the storytelling aspects of our Novartis culture.
- Serve as trusted business partner and communications strategy counselor our People and Organization team.
- Oversight, ownership and content generation of intranet and internal distribution channels (i.e., email, inbox, distribution lists).
- Ensure proper information and content flow related to associates and serve as voice to People and Organization team.
- Provide communications strategy and implementation to attract potential talent.
- Shape and utilize media opportunities and owned channel to deliver Novartis as a workplace of choice.
- Use analytics and insights to inform strategy and report outcomes.
- Monitor and evaluate performance to achieve and maintain best-in-class outcomes, while being fully compliant.
- Effectively manage budget and maximize agency ROI.
- Lead and maintain stakeholder mapping efforts across the country and ensure strategic management of relationships between media and audience are in line with business objectives.
- Collaboration within Corporate communications team for key milestones.
- Exemplifies a predictive mindset; seeks multidirectional insights to understand our environments and stakeholders, and embraces iterative, measurable experimentation and action.
- Implementation of Objectives/Goals/Strategies/Measures framework, KPIs and Analytic& Insight measures to consistently monitor and predict and conduct performance management in alignment with International CA Strategy and Japan business objectives.

Ideal Background

Education:

- Bachelor's degree or above

Experience:

- 6+ years diversified communications including internal communications or culture engagement and media engagement with a healthcare and/or pharmaceutical background or translatable industry background.
- Social media strategy and implementation within close partnership with businesses.
- Media relations, stakeholder relations,
- Business partnering, P&O business partner a plus
- Creative 'experience' building and content generation
- Management of agency partners and budget
- Event management
- Organizational change management experience

Skills:

- Excellent written and verbal communication skills including narrative writing, content development.
- Excellent business level Japanese in speaking and writing, strong business level English.
- Excellent people & communication skills
- Business and organizational awareness, enterprise perspective.
- Creativity related to content and experience-building.
- Strong interpersonal skills with ability to effectively interact with, counsel and coach P&O leadership.
- Strong business acumen, analytical and critical thinking
- Team approach + individual working style
- Collaborative enterprise mindset with comfort in working in a matrix environment.
- Ability to multi-task and manage complex issues into simple effective solutions.
- Understanding of healthcare industry landscape and culture trends
- Provide direction and removing obstacles to get work done.
- Ability to prioritize & maximize resources.
- Crisis & agency management
- Exemplifies a predictive mindset; seeks multidirectional insights to understand our environments and stakeholders, and embraces iterative, measurable experimentation and action.

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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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 diversityandincl.china@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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<https://talentnetwork.novartis.com/network>. You can follow us via Novartis Recruitment WeChat Official Account and Novartis Recruitment WeChat Video Account.

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Division

Corporate Affairs

Business Unit

CTS

Location

Japan

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Accessibility and accommodation

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Please include the job requisition number in your message.

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

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