

# Višji poslovni partner za pridobivanje talentov in zaposlovanje (m/ž/d) / Senior TAS Business Partner (m/f/d)

Job ID

REQ-10039261

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République de Slovénie

## Résumé

#LI-Hybrid

Velik vpliv se začne z izjemnimi ljudmi!

Kot Višji poslovni partner za pridobivanje talentov in zaposlovanje boste igrali ključno vlogo pri zaposlovanju najboljših talentov za globalne funkcije z uporabo strategij privabljanja talentov, ki temeljijo na podatkih. Vaše strokovno znanje pri svetovanju in vplivanju na poslovne partnerje ter P&O o najboljših praksah v celotnem postopku zaposlovanja in iskanja talentov bo ključnega pomena za izvajanje agende pridobivanja talentov. Utelešali boste vrednote Novartis in delovali kot ambasador blagovne znamke delodajalca našim zaposlenim, kandidatom in prodajalcem.

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Great impact begins with exceptional people!

As Senior Talent Acquisition Business Partner, you will play a vital role in hiring top talent for Global Functions using data driven talent attraction strategies. Your expertise in advising and influencing business partners and P&O on best practices throughout the entire recruitment and talent sourcing process will be essential for delivering the Talent Acquisition agenda. You'll embody Novartis Values and act as the Employer Brand ambassador to our employees, candidates, and vendors.

## About the Role

### Vaše ključne odgovornosti:

- Upravljanje celotnega cikla zaposlovanja za specializirane in vodstvene vloge za Globalne funkcije v Sloveniji in v regiji Evropa.
- Vodenje strategij zaposlovanja za odprta delovna mesta z uporabo podatkov in vpogledov v trg, ki omogočajo informirano odločanje in uporabo najboljših praks.
- Spodbujanje močnega poslovnega partnerstva, z namenom vpliva na odločitve o strategiji zaposlovanja in učinkovito vodenje njene izvedbe.
- Zagotavljanje odlične izkušnje za vodje zaposlovanja in kandidate v celotnem postopku zaposlovanja.

- Redno spremljanje poslovnih in medfunkcionalnih dejavnosti za pomoč oblikovanja in izvanjanja negospodarskih dejavnosti, z dodatnim ciljem vodenja pobud znotraj ekipe TA in kot član P&O.
- Skrb za optimizacijo procesov in proaktivno predstavitev rešitev.
- Opravljanje vloge Novartisovega ambasadorja (blagovne znamke) navzven oz. na zunanjih trgih z odgovornim odnosom do kandidatov, dobaviteljev in zunanjih sodelavcev.
- Izobraževanje vodij oz. odgovornih oseb za zaposlovanje / opravljanje razgovorov o postopku zaposlovanja in nudenje podpore pri oblikovanju in krepitvi veščin, ki jih potrebujejo pri vodenju razgovorov.
- Zagotavljanje skladnosti podatkov v kadrovskem orodju za spremljanje postopkov zaposlovanja (WorkDay), z namenom redne pripravljenosti za revizijo.
- Zagotavljanje skladnosti postopkov in politike v skladu z Novartisovimi smernicami za TAS.
- Delo z vidika globalne perspektive in vzpostavljanje odnosa z globalnimi vodji z namenom uresničitve cilja pridobivanja talentov.

### **Vaš doprinos k delovnem mestu:**

- Visokošolska stopnja izobrazbe kadrovske menedžerske, ekonomske ali druge ustrezne družboslovne smeri
- Izkušnje z zaposlovanjem bodisi v agenciji bodisi z notranjim zaposlovanjem, s sposobnostjo vplivanja z uporabo strategij, ki temeljijo na podatkih.
- Dokazane spretnosti pri vzpostavljanju odnosov z vodilnimi pozicijami in sovrstniki kadrovske službe na globalni ravni, z namenom uresničevanja naloge pri pridobivanju talentov. Razume in deluje znotraj matrike pridobivanja talentov in kadrovske službe ter usmerja druge, da to storijo tudi sami.
- Potrjena sposobnost zagotavljanja izjemne izkušnje kandidatom in vodjem.
- Učinkovit in prepričljiv komunikator z močnimi veščinami predstavitve, komunikacije (pisne in ustne), vplivanja in pogajanj.
- Sposobnost razvoja in vodenja strategije zaposlovanja na podlagi vpogledov v trg, trendov in podatkovne analize.
- Izkušnje pri upravljanju s kompleksnimi situacijami zaposlovanja, vključno z več nivoji in regijami (medkulturne razlike in čezmejni elementi).
- Močno znanje angleščine in slovenščine, tako pisno kot ustno, je nujno.
- Potrjena sposobnost razumevanja korporativne kulture ter vzpostavljanja odnosov znotraj in izven organizacije.

### **Zaželene izkušnje:**

- Zaželeno znanje dodatnega evropskega jezika.

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti

predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

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### **Key Responsibilities:**

- Manage the complete recruitment cycle for niche and senior level roles for Global Functions in Slovenia and across Region Europe.
- Drive recruitment strategies for open vacancies by utilizing data and market insights to inform decision making and best practice.
- Foster strong business partnerships, to influence hiring strategy decisions and effectively lead implementation
- Deliver excellent experiences for hiring managers and candidates throughout the recruitment process.
- Stay updated with business and cross-functional activities to help shape and drive non-transactional TA-related activities in addition to leading initiatives within the team, across TA, and as a member of P&O
- Work on process optimization and proactively presents solutions
- Act as Novartis Employer Brand ambassador to external market by responsibly dealing with candidates, vendors and external associates while showcasing Novartis Values and Behaviors to the core
- Educate the Hiring Managers / interview panels on the recruiting process and help build their interview capabilities on an ongoing basis
- Ensure data compliance within Applicant Tracking Tool (Workday) to ensure we are always audit ready
- Ensure process and policy compliance as per Novartis TAS guidelines
- Operate with a global perspective and build relationships with leaders globally to drive the talent agenda.

### **Essential Requirements:**

- Bachelor's degree required. Human Resources discipline preferred.
- Recruitment Experience in either agency or in house recruitment settings, with ability to make an impact using data driven strategies.
- Proven skills in building relationships globally with Senior Leaders and P&O peers to drive the talent agenda. Understands and navigates the TA and P&O matrix, guiding others to do so as well.
- Proven ability to deliver exceptional candidate and hiring manager experience.
- Effective and persuasive communicator with strong presentation, communication (both written and verbal), influencing and negotiation skills
- Ability to develop and drive hiring strategy using market insights, industry trends and data
- Experience managing complex hiring situations, including across multiple levels and regions (cross border and cultural variations)
- Strong proficiency in English & Slovenian both written and oral is necessary
- Proven ability to understand company culture and build relationships both inside and outside the organization

### **Desirable Requirements:**

- Additional European language desirable.

We offer **permanent employment** with **6 months** of probation period. Submit your application with the CV in Slovenian and English language.

### **You'll receive:**

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Wellbeing), Unlimited learning and development opportunities.

### **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.

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

**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>

Division

People & Organization

Business Unit

CTS

Emplacement

République de Slovénie

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Ressources humaines

Job Type

Full time

Employment Type

Regular

Shift Work

No

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### **Accessibility and accommodation**

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

[diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information.

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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