

# EWM Implementation Lead

Job ID  
REQ-10021586  
Sep 30, 2024  
Czech Republic

## Summary

The role purpose of an External Workforce Management Implementation Lead is centered around overseeing and leading the implementation of an External Workforce Management framework. This person is responsible for planning, tracking, managing, and delivering on key deliverables to successfully implement a system intended to manage and streamline the hiring, accounting, and management of external or contingent workforce.

## About the Role

### Key Responsibilities:

- **Project Planning and Management:** Design and oversee the plan for implementing the External Workforce Management framework. This would include identifying key milestones, creating timelines, and ensuring the project stays on track and within budget.
- **System Configuration and Testing:** Collaborate with IT and other relevant teams to configure the system according to business requirements. Conduct thorough testing to ensure the system is functioning as expected.
- **Stakeholder Management:** Act as the point of contact for all stakeholders involved in the implementation project. This includes communicating regularly with senior leadership, providing updates on progress, and managing expectations.
- **Training and Support:** Develop a training program to educate end-users on how to use the new system effectively. They may also be responsible for providing ongoing support once the system is in place.
- **Vendor Management:** The Implementation Lead would be responsible for managing the relationship with the vendor, ensuring they deliver what is needed on time.
- **Change Management:** They help the organization successfully navigate the shift from old practices to new ones brought about by the system. This includes preparing people for the change, communicating its benefits, and addressing any resistance.
- **Compliance:** Ensure that the system and related processes are in compliance with relevant regulations and company policies.
- **Efficiency Improvements:** Identify and execute opportunities for improving efficiency and reducing costs related to external workforce management.
- **Documentation:** Document all aspects of the implementation process, including the project plan, business requirements, testing procedures, user manuals, etc.
- **Post-Implementation Analysis:** Conduct a post-implementation review to identify what worked well, what didn't, and areas for future improvement.

### Minimum Requirements:

- Relevant experience working in large international company.
- Extensive business experience implementing complex programs
- Experience with External Workforce Management concepts
- Experience in reporting, analytical and project management tools (SAP BW, MS Access and MS Excel).
- Experience in managing diverse teams and stakeholders
- Stakeholder management and engagement, change management and program management experience

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

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Company car or Car Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

### **Accessibility and accommodation:**

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Division

People & Organization

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Alternative Location 1

Dublin (Novartis Corporate Center (NOCC)), Ireland

Functional Area

Human Resources

Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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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.

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## EWM Implementation Lead

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