

## Sr. Spec. DDIT IES Workforce Mgmt.

Job ID  
REQ-10024271

Oct 03, 2024

India

### Summary

The Senior Specialist Workforce Management will play a pivotal role in facilitating the effective management of our workforce planning processes. This position involves close collaboration with finance, procurement, and HR teams to ensure seamless execution of headcount planning, budgeting, and operational management. The role requires a deep understanding of end-to-end business processes, including HR and external contractor management, along with a strategic approach to workforce optimization.

### About the Role

Major accountabilities: Your responsibilities include but not are limited to

- Building FTE Plans: Develop and manage headcount roll-forward plans to ensure optimal workforce levels.
- Budgeting: Conduct bottom-up budgeting processes, ensuring alignment with organizational

financial goals.

- Business Process Understanding: Gain a comprehensive understanding of end-to-end business processes, including HR and contractor management.
- Variance and Root Cause Analysis: Perform detailed variance analysis and root cause analysis to identify and address discrepancies.
- Stakeholder Management: Effectively communicate and manage relationships with key stakeholders.
- Presentation Skills: Develop and deliver compelling presentations, utilizing PowerPoint to convey insights and plans.
- Data Analysis and Reporting: Analyze data to provide actionable insights and support reporting activities.
- Operational Support: Assist Heads and their teams in day-to-day management activities to ensure smooth operations.
- Operational Processes: Manage key operational processes, including financial reporting, budgeting, hiring, and training.
- Performance Monitoring: Monitor overall performance in terms of services, quality, and financials, identifying opportunities for improvement.
- Budgeting Process: Ensure timely and accurate LF reviews and budgeting processes.
- Operational Targets: Achieve operational targets across various domains, including talent, headcount, project delivery, and compliance.
- Collaboration: Foster effective collaboration within and across DDIT functions.
- New Ways of Working: Promote the adoption of new Ways of Working, ensuring portfolio productization and training of associates.

Key performance indicators:

- Timely and accurate LF reviews and budgeting process.
- Operational targets (including Talent, HC, I2P, Project and Service Delivery, Financials, Risk and Compliance, etc.) are met.
- Effective collaboration model in place within and across IES functions.
- Adoption of New WoW by the Function (portfolio productization, number of associates trained/squad camps).

## EXPERIENCE & SKILL SET

- Experience: Demonstrated experience in building FTE plans and managing headcount roll-forward plans.
- Budgeting Expertise: Proven bottom-up budgeting experience.
- Process Understanding: Comprehensive understanding of end-to-end business processes, including HR and contractor management.
- Analysis Skills: Strong capability in conducting variance analysis and root cause analysis.
- Communication: Great communication skills, with experience in stakeholder management.
- Presentation Skills: Proficiency in creating and delivering PowerPoint presentations.
- Data Analysis: Expertise in data analysis and providing insightful reporting with a knowledge and understanding of Power BI (hands-on experience)
- Operational Management: Ability to support operational management activities and processes.
- Performance Monitoring: Experience in monitoring performance metrics and identifying

improvement opportunities.

- Implementation Support: Ability to support the adoption of organizational Ways of Working.
- Education Background: Bachelor's degree (4 year course) / MBA
- Overall Experience: 6-9 years with previous work experience of global consulting / audit & compliance companies

We are looking for a dedicated individual with a strategic mindset and a passion for workforce management. If you possess the skills and experience outlined above, we encourage you to apply and join our dynamic team.

Why Novartis? Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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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.

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Division  
Operations

Business Unit  
CTS

Location  
India

Site  
Hyderabad (Office)

Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area  
Technology Transformation

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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