

ERC Training Operations & Analytics Specialist

Job ID
REQ-10081492
июл 06, 2026
Индия
Available in: English

Сводка

#LI-Hybrid

Location: Hyderabad, India

Relocation Support: This role is based in Hyderabad, India. Novartis is unable to offer relocation support: please only apply if accessible.

Imagine turning complex training data into insights that strengthen ethics, compliance, and decision-making across a global organization. As an ERC Training - Program Operations & Analytics Specialist, you will play a key role in shaping learning outcomes by transforming data into action, driving operational excellence, and supporting impactful training programs that reach associates worldwide. Working closely with global stakeholders, you will combine analytics, project management, and learning operations expertise to help deliver high-quality training solutions while contributing to Novartis' mission to reimagine medicine and improve patients' lives.

About the Role

Key Responsibilities

- Deliver operational support for global and local ethics, risk and compliance training programs.
- Transform training data into actionable insights that inform decision-making and drive program improvements.
- Monitor training completion, coordinate follow-ups and ensure accurate compliance reporting.
- Manage project plans, action trackers, milestones and deliverables across multiple initiatives.
- Coordinate meetings, webinars and training activities while maintaining central program calendars.
- Partner with course owners to develop engaging global and targeted learning solutions.
- Leverage artificial intelligence tools to improve efficiency, content generation and data-driven decision-making.

Essential Requirements

- Bachelor's degree in Data Science, Computer Science, Information Technology or a related field.
- Minimum three years' experience in data analytics, information management and project delivery.
- Strong experience with analytics and business intelligence tools, including dashboard development.
- Advanced Microsoft Excel and PowerPoint skills for data analysis and insight-driven storytelling.
- Working knowledge of project management methodologies, including Agile, Waterfall and hybrid approaches.
- Experience using learning management systems and human resources platforms to manage training data.
- Proven ability to collaborate effectively across global, cross-functional teams and stakeholders.
- Excellent written and verbal communication skills with the ability to simplify complex concepts.

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>

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. Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

Дивизион
Ethics Risk & Compliance
Business Unit
Corporate & Division Services
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Юристы, Интеллектуальная собственность, Compliance
Job Type
Full time
Employment Type
Regular
Shift Work
No

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 diversityandincl.india@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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