

## Kad. partner za podporo sod. / People Partner

Job ID

REQ-10081509

Июн. 29, 2026

Словения

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### Сводка

#LI-Hybrid

Lokacija / Location: Ljubljana, Slovenia

This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

V tej vlogi boste podpirali vse divizije v državi z namenom zagotavljanja kakovostne podpore sodelavcem od zaposlitve do upokojitve. Delovali boste kot zaupanja vreden svetovalec na področju kadrovske zakonodaje ter nudili podporo pri usposabljanju vodij in sodelavcev pri različnih kadrovskih procesih. Delovali boste na področju upravljanja talentov, izobraževanja in usposabljanja zaposlenih ter svetovali vodjem in sodelavcem v procesih upravljanja delovne uspešnosti. V času sprememb boste nudili strokovno podporo Kadrovskim poslovnim partnerjem ter delovali kot oblikovalec in uvajalec sprememb.

In this role you will support all divisional customer groups in country, enabling the delivery of a consistent end-to-end P&O experience. You will act as a trusted advisor, offering in-country policy expertise and knowledge to support and educate leaders, managers, and associates on all P&O topics at the moments that matter. You will provide support on P&O topics including talent management, learning, and performance management, and implement P&O change initiatives as a detailed designer and agent of change by working with P&O Business Partners.

### About the Role

#### Vaše ključne odgovornosti

- Je prva kontaktna oseba, ki svetuje vodjem in zaposlenim pri osnovnih kadrovskih postopkih glede lokalnih predpisov in procesov.
- Podpira in spodbuja vodje ter zaposlene pri samostojnem upravljanju kadrovskih postopkov v novih kadrovskih sistemih- WorkDay.
- Sledi spremembam internih predpisov in izobražuje vodje ter zaposlene.
- Sodeluje s Kadrovskimi poslovnimi partnerji, Kadrovskimi storitvami, oddelkom Pridobivanja in zaposlovanja talev in ostalimi kadrovskimi funkcijami.
- Zastopa, spodbuja in podpira vodje in zaposlene pri izvedbi korporativnih pristopov na področju kulture.
- Skrbi za pripravo ponudb pri internih premikih in relokacijah.
- Pripravlja podatke in izvaja analize za vodje in Kadrovske poslovne partnerje.
- Podpira in svetuje vodjem pri definiranju pristopa uvajanja novozaposlenih ter sodeluje pri izvedbi zaključne ocene poskusnega dela.
- Zagotavlja kakovost, učinkovitost in nenehne izboljšave v procesih nujenja kadrovske podpore.

#### Vaš doprinos k delovnem mestu:

- Univerzitetna izobrazba družboslovne smeri ali drugega ustreznega področja (psihologija, kadrovski menedžment, ekonomija in drugo).
- Minimalno 3 leta delovnih izkušenj na kadrovskem področju ali minimalno 3 leta izkušenj na primerljivem področju.
- Tekoče znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.

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

**Ugodnosti in nagrajevanje:** Konkurenčen plačni paket, letni bonus, fleksibilen način dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in fizičnega počutja (iniciativa Polni življenja), številne 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.

V Novartisu smo predani soustvarjanju medicine in nagrajevanju ljudi, ki to omogočajo.

Pričakovani razpon plače za to delovno mesto: **€ 37,240 to € 69,160**

Osnovna plača se določa na podlagi vnaprej opredeljenih in transparentnih kriterijev, kot so relevantne veščine, kompetence in izkušnje, ne glede na spol, ter v skladu z Novartisovo politiko določanja plač. Po zaposlitvi v Novartisu se plača periodično pregleda v skladu z internimi akti in postopki.

Poleg osnovne plače ste lahko upravičeni tudi do kratkoročnega bonusa, ki je odvisen od določenih meril uspešnosti.

Ugodnosti zaposlitve v Novartisu vključujejo več kot le osnovno plačo in variabilno nagrajevanje. Zaposlenim nudimo nabor konkurenčnih ugodnosti, ki podpirajo strokovni in osebni razvoj, vključno s programi zavarovanj, pokojninsko shemo, aktivnostmi za dobro počutje ter programe za prepoznavanje dosežkov zaposlenih v skladu z internimi akti delodajalca.

Kjer narava dela dopušča, omogočamo tudi prilagodljive in hibridne oblike dela ter najmanj 14 tednov plačanega starševskega dopusta.

Pravično plačilo je temeljno načelo naše zaposlitvene politike in odraža našo zavezanost ustvarjanju raznolikega, pravičnega in vključujočega okolja, ki vse zaposlene obravnava z dostojanstvom in spoštovanjem, kot je določeno v našem Etičnem kodeksu.

Za več informacij o nagrajevanju si oglejte našo globalno brošuro: [https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf)

*Opomba: Ugodnosti in nadomestila se lahko razlikujejo glede na državo in so predmet lokalnih zakonskih zahtev, vključno z določbami kolektivnih pogodb, kjer je to ustrezno. Celoten pregled vašega paketa ugodnosti, vključno z vsemi ustreznimi podrobnostmi kolektivnih pogodb, ki veljajo za vašo delovno mesto glede na lokacijo zaposlitve in pravno osebo Novartis, bo posredovano ločeno med postopkom prijave.*

**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:**

- First point of escalation for consulting leaders and associates on basic P&O topics, providing guidance in line with country regulations / policies.
- Support and promote leaders and associates for self-sufficiency regarding P&O processes in new P&O system- WorkDay.
- Actively track changes of internal regulations and provide trainings for leaders and associates.
- Collaborate with P&O Business Partners, P&O Services, TAS and other P&O functions.
- Represent, encourage and support leaders at delivering corporate cultural initiatives.
- Manage internal movement offers and mobility.
- Collaborate with leaders and P&O Business Partners in preparation of data and analytics.
- Support and consult leaders regarding onboarding of new associates and collaborate at probation assessment.
- Drive quality, effectiveness, efficiency, and continuous improvement for P&O processes.

**Essential Requirements:**

- University degree in social science or other relevant discipline (psychology, HR management, economy or other).
- Min. 3 years of experience in HR or min. 3 years of experience in other relevant fields.
- Fluent in English.
- Knowledge of Microsoft Office.

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

**Benefits and Rewards:** 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 (Well-being), Unlimited learning and development opportunities.

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

**Expected Annual Base Salary Range for role: € 37,240 to € 69,160**

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

[https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf)

*Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.*

**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>

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

€37,240.00 - €69,160.00

Дивизион

People & Organization

Business Unit

Human Resources

Место

Словения

Сайт

Ljubljana

Company / Legal Entity

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

Functional Area

Управление персоналом

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 [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.

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