

# T&L Operational Expert

Job ID  
REQ-10031028  
Nov 25, 2024  
Indien

## Summary

Operationally support GxP Training & Learning activities across defined scope within Novartis, to ensure compliance and enhance access to learning for associates.

## About the Role

### Key Responsibilities:

- Compliantly manage the in-scope training matrix
- Define system set-up and co-ordinate appropriate learning management system maintenance for all in-scope training requirements (courses, curricula, assignments etc) with the LMS administrators.
- Manage all in-scope reporting requirements.
- Communicate appropriately on availability of learning content, to support the curiosity and growth of NTOassociates
- Manage local learning events for the NTO Operations Hubs; support local learning events on in-scope sites

### Essential Requirements:

- Minimum Bachelors degree preferably in Life Sciences or related field.
- Minimum 3 years of experience into Training & Learning in Quality or related field.
- Demonstrated experience of working with learning management systems preferably CSOD.
- Knowledge of GxP requirements (esp. training and documentation).
- Ability to work with a cross-functional, cross-cultural team within a matrix organization

### Desirable requirements:

- Good knowledge of Excel & other reporting tools

### Commitment to Diversity & Inclusion:

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve

### Skills Desired

Learning Design, Prompt Engineering

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Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?  
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Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Humanressourcen  
Job Type  
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