

# Manager, People and Culture Communications

Job ID

REQ-10037581

Mar 04, 2025

Japan

## Summary

The People & Culture Communications Manager is responsible for setting and fostering the people and culture experience of Novartis for Japan associates and external audiences, including potential talent. The person should build a strong relationship with our People & Organization function and be a true thought partner for the team.

## About the Role

### Major accountabilities:

- Define, manage and execute plan to elevate people and culture experience within Novartis.
- Shape the culture and experience of working at Novartis with both internal and external audiences.
- Generate and own the storytelling aspects of our Novartis culture.
- Serve as trusted business partner and communications strategy counselor our People and Organization team.
- Oversight, ownership and content generation of intranet and internal distribution channels (i.e., email, inbox, distribution lists).
- Ensure proper information and content flow related to associates and serve as voice to People and Organization team.
- Provide communications strategy and implementation to attract potential talent.
- Shape and utilize media opportunities and owned channel to deliver Novartis as a workplace of choice.
- Use analytics and insights to inform strategy and report outcomes.
- Monitor and evaluate performance to achieve and maintain best-in-class outcomes, while being fully compliant.
- Effectively manage budget and maximize agency ROI.
- Lead and maintain stakeholder mapping efforts across the country and ensure strategic management of relationships between media and audience are in line with business objectives.
- Collaboration within Corporate communications team for key milestones.
- Exemplifies a predictive mindset; seeks multidirectional insights to understand our environments and stakeholders, and embraces iterative, measurable experimentation and action.
- Implementation of Objectives/Goals/Strategies/Measures framework, KPIs and Analytic& Insight measures to consistently monitor and predict and conduct performance management in alignment with International CA Strategy and Japan business objectives.

## Ideal Background

### Education:

- Bachelor's degree or above

### **Experience:**

- 6+ years diversified communications including internal communications or culture engagement and media engagement with a healthcare and/or pharmaceutical background or translatable industry background.
- Social media strategy and implementation within close partnership with businesses.
- Media relations, stakeholder relations,
- Business partnering, P&O business partner a plus
- Creative 'experience' building and content generation
- Management of agency partners and budget
- Event management
- Organizational change management experience

### **Skills:**

- Excellent written and verbal communication skills including narrative writing, content development.
- Excellent business level Japanese in speaking and writing, strong business level English.
- Excellent people & communication skills
- Business and organizational awareness, enterprise perspective.
- Creativity related to content and experience-building.
- Strong interpersonal skills with ability to effectively interact with, counsel and coach P&O leadership.
- Strong business acumen, analytical and critical thinking
- Team approach + individual working style
- Collaborative enterprise mindset with comfort in working in a matrix environment.
- Ability to multi-task and manage complex issues into simple effective solutions.
- Understanding of healthcare industry landscape and culture trends
- Provide direction and removing obstacles to get work done.
- Ability to prioritize & maximize resources.
- Crisis & agency management
- Exemplifies a predictive mindset; seeks multidirectional insights to understand our environments and stakeholders, and embraces iterative, measurable experimentation and action.

**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>

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### **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.china@novartis.com](mailto:diversityandincl.china@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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Division

Corporate Affairs

Business Unit

CTS

Location

Japan

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## 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 [midcareer-r.japan@novartis.com](mailto:midcareer-r.japan@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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