

# Functional Trainer - Operations

Job ID  
REQ-10037204  
Feb 05, 2025  
India

## Summary

Location: Hyderabad #LI Hybrid

About the role:

The Trainer will support the Training Needs Analysis, development and delivery of learning and knowledge content within their respective Pillar. Work closely with Functional Trainers to identify common and holistic learning requirements identified across the program, Change Managers for their Pillar to develop the Training Needs Analysis for their respective functional area, ensuring learning needs are broader than technology changes only. Will agree the Training Curriculum and Course Outlines with their Pillar and E2E counterparts, prior to any content being developed.

Will manage and support the development of all learning and knowledge content as per the agreed scope.

## About the Role

**Your responsibilities include, but not limited to:**

- Support the development of the global Training Needs Analysis for respective function
- Support the development of the global Training Curriculum, including course outlines for respective function
- Support the facilitation of the TNA and curriculum sign off for respective function
- Global learning content creation (incl. in application trainings) for respective function, including required variants where applicable
- Creation of course outlines – ILT, eLearning and VILT
- Updating of the tracking and reporting of the global learning content development for respective function
- Participate in the train-the-trainer program for respective function
- Development of the learning requirements to deliver training, e.g. data requirements, business scenarios, SAP environment configuration, refresh strategies, workbooks etc
- Support development of the Local learning materials & toolkit as required
- Support delivery of learning content by providing virtual trouble shooting & trainer support

**Minimum requirements :**

- Bachelor or Master's degree in Business or Engineering or equivalent with 3-5 years of experience in training/learning in the pharmaceutical industry, preferably in Operations
- Project management, experience of managing multiple projects at the same time.
- Experience in SAP, Excel
- Proficiency in rapid development eLearning tools , such as Articulate Storyline, Captive etc, would be advantageous

- Ability to work with a cross-functional, cross-cultural team within a matrix organization
- Strong consulting, facilitation and business partnering skills

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Division

Operations

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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