NOVARTIS

# Senior Expert, Reporting and Analytical Products

Job ID
REQ-10083054
Nov 03, 2026
LOC_IN

## About the Role

Key Responsibilities:

- Collaborate with business, P&O, and leadership stakeholders to understand reporting needs, provide analytical insights, and support data-driven workforce planning and decision-making.
- Own the end-to-end lifecycle of reporting products, from requirements gathering and prioritization through development, validation, deployment, user adoption, and continuous enhancement.
- Deliver both enterprise-standard and tailored reports across key workforce domains, ensuring insights meet diverse business, operational, and leadership requirements.
- Establish and execute robust data quality controls, reconciliations, and validation processes to ensure accuracy, consistency, traceability, and compliance with governance standards.
- Support workforce data integrations, transformations, and migrations across HR systems and platforms, ensuring data continuity, integrity, and alignment with enterprise architecture.
- Define, develop, and standardize new workforce metrics and KPIs, translating evolving business requirements into scalable and sustainable reporting solutions.
- Create and maintain process documentation, business definitions, and user guidance while supporting issue resolution and improving stakeholder understanding of workforce data.
- Drive ongoing innovation by leveraging advanced analytics, AI-enabled solutions, automation, and emerging platform capabilities to improve efficiency, insight generation, and user experience.

Essential Requirements:

- Full time Bachelor's degree or equivalent with 6 years & above experience in people/workforce analytics and metric design.
- Advanced reporting and dashboarding using Workday Discovery board and visualization tools plus BI platforms like Power BI / Tableau / Qlik sense.
- Data preparation/automation using SQL and a scripting language (Python or R).
- Survey/experience analytics exposure (e.g., Glint/Qualtrics-like tools).
- Executive storytelling (presentations + written insights).
- Strong stakeholder management in matrixed/global environments.
- Solid governance mindset (definitions, documentation, access control, lifecycle management).
- Strong Problem-solving skills, communication skills & business acumen.

Desirable Requirements:

- Experience in data analysis/reporting/dashboarding.
- Strong spreadsheet expertise & automation tools.
- Strong communication & ability to demo dashboards to senior stakeholders.
- Experience iterating designs collaboratively with analytics teams.
- Exposure to cloud/technology stack (e.g., Amazon Web Services) and LLM assistants.

## Role Requirements

Division
DIV_PO

Business Unit
Human Resources
Location
LOC_IN
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_HR
Job Type
Full time
Employment Type
Regular
Shift Work
No
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