



Example of Project HR Manager Job Description

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Our innovative and growing company is looking to fill the role of project HR manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for project HR manager

- Keep Learning Service Catalogue updated and aligned with global end-to-end processes, assure quality, and identify optimization and rationalization opportunities for new and existing processes
- Implementing standardized project management processes, tools and discipline to facilitate project planning, risk management, tracking, status reporting, charter documents, dashboards and key metrics utilization
- To create an effective governance model
- Serve as the primary project and initiative manager for various short-cycle, cyclical and ad-hoc projects within US marketing and wholesale HR
- Person should be well versed in making complex business decisions that have to weigh numerous different aspects of the decision and its effects on individuals and functions of the business
- Work jointly with cross-functional teams and finance colleagues in the field to identify innovative opportunities for business process improvements and streamlining in existing activities
- Conduct various types of data collection efforts
- Work in close partnership and influence with Novartis senior management, local and global HR and line functions, technical experts other stakeholders, where applicable, to create buy-in and assistance in building the architecture
- After initial project completion, transitions ongoing support to HRSS teams
- Building/ maintaining payroll performance dashboard (cost/ quality)

Qualifications for project HR manager

- Must be highly confident in manipulating large data sets, and strong data analytical skills
- Highly organised and capable planner, able to work under pressure to meet deadlines
- Ability to work on own initiative but integrated within a global programme structure
- Ability to build relationships and trust with key stakeholders to support programme delivery and use collaborative approaches where appropriate
- Experience of global HR transformation or global IT program rollouts working with an integration partner would be an advantage
- Knowledge of HCM Fusion or Taleo systems would be an advantage