Global Program Associate Director

Job ID
REQ-10023437

9月 25, 2024

USA

摘要

Onsite
Location: East Hanover, New Jersey
Hybrid
#LI-Hybrid

About the role:
When we put our heads together, we can do brilliant work. And when we do brilliant work, we can achieve remarkable things for patients as we positively transform healthcare.

If you are passionate about Drug Development and Project Management, then come join the GPM team as a Global Program Associate Director (GPAD)! In Global Program Management (GPM) we drive the planning and execution of drug development programs and provide the transparent and unbiased program information the enterprise needs to make the right portfolio decisions. Our GPM associates located across the globe in our GPM hubs (East Hanover, Basel, Dublin, and Hyderabad) enable the cross-functional Global Program Teams (GPTs) to deliver the pipeline with optimal strategies, realistic plans, and seamless execution.

The Global Program Associate Director (GPAD will provide project management expertise and operational support for global drug development programs. You will also be a member of the Global Program Team (GPT), where you will maintain accurate plans, documentation, and resource forecasts, and help to ensure efficient day-to-day operation of the GPT, resolve program issues, and facilitate alignment across sub-teams and line functions. Additionally, you will contribute to cross-functional strategy and project plan scenario generation, proactively identify, track and manage project risks, ensure GPT effectiveness, and support creation of executive communication about your project(s).

About the Role

Your Key Responsibilities:

- Contribute to the development of the program/project strategy and Target Product Profile (TPP) and partner with the Global Program Executive Director (GPED)/Global Program Director (GPD) (as applicable) and GPT members to translate the strategy into a realistic Integrated Development Plan (IDP)
- Coordinate preparation and compilation of strategic documents and preparations for project tollgates in collaboration with the GPT and GPED/GPD (as applicable)
- Proactively identify project risks and issues and contribute to development of mitigation strategies
- Support communication of program/project status, changes and risks horizontally and vertically in a proactive, transparent and timely manner
- Support preparation of comprehensive program/project recommendations and presentations for governance boards
- Manage GPT meeting logistics and prepares high quality GPT agendas and draft minutes in a timely manner. Record action items / decisions and liaises with GPT members on follow-up activities and deliverables.
- Support timely executive communication of project status as required by the organization (e.g., One Pager, Executive Gantt chart, monthly Innovation Management Board (IMB)/Development Leadership Team (DevLT) updates, GPT minutes)
- Lead generation and maintenance of a complete and accurate project plan and forecast in the enterprise planning system (e.g., Horizon). This includes liaising with partner functions to ensure a realistic plan that reflects the strategy.
- Partner with Global Program Head (GPH) and GPED or GPD (as applicable) to enable a high performing team culture based on the Novartis values and behaviors, the expertise and contributions of the GPT members, shared responsibility, and the coordination of work towards a common goal
- Demonstrate behavioral core competencies of proactivity, resilience, personal integrity, commitment to excellence, critical/analytical thinking, courage and creativity, agility and influence.

Role Requirements

Essential Requirements:

- Masters or Doctorate in life sciences (or MBA with bachelor's degree, or equivalent experience in life science) and 5+ years pharma industry experience
- 5+ years or equivalent multi-/cross functional team experience
- Intermediate knowledge in drug development process
- Strong project / program management skills

Desirable Requirements:

- Previous track record of success in working with large scale and complex international and multidisciplinary drug development teams
- Expert planning and tracking skills, ability to use proper tools in program management
- Well organized, focused on results, capable of managing multiple projects, excellent time management skills with respect to priorities and self-management
- Strong interpersonal and communication skills (written and verbal) for bridging across diverse, cross functional, multi-national, geographically dispersed teams

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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The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

部门
Development

Business Unit
Innovative Medicines

地点
USA

站点
East Hanover

Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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