Associate Director Data Team

Job ID
REQ-10035757

1   09, 2025

India

The Associate Director in the role of "program manager" will be responsible for planning, executing, and finalizing projects according to strict deadlines and within budget for various data management projects. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver projects according to plan. The Program Manager will define the project's objectives and oversee quality control throughout its life cycle. This role will support global deliverables for large scale data management initiatives. This role is responsible for establishing strong working relationships with partners and stakeholders from business, operations, technology, and external vendor. This is a strategic and leadership role to drive x-domain and x-functional initiatives in Drug Development organization. Candidate must have self-drive, strategic mindset, strong program management and data management experience in Pharma & life science space

About the Role

- Define project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals and recommend subsequent budget changes where necessary.
- Set and continually manage project expectations with team members and other stakeholders.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Identify, assess, and manage risks throughout the project lifecycle, includes developing risk mitigation strategies and contingency plans
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout the project life cycle.
- Coach, mentor, motivate, and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.

KEY PERFORMANCE INDICATORS /MEASURES OF SUCCESS

- Completeness, adequacy and correctness of the enterprise architecture meeting its functional and non-functional (qualitative) needs and requirements.
- Strategy and infrastructure landscape in alignment to Enterprise Standards
- Complete architecture documentation following Novartis Architecture framework(s) and processes.
- IT Cost efficiency; Savings due to asset re-use interval reduction & decommissioning
- High level of system integration across Development units

IDEAL BACKGROUND /EXPERIENCE

- Bachelor's degree in business administration, Information Technology, or a related field.
- Project Management Professional (PMP) certification is preferred.
- Must have 15+ years of experience, with 10+ years in managing large scale programs for data management.
- Should have fair understanding of data capabilities such as data quality, master & reference data, metadata, data maturity management.
- Proven experience in project management methodologies, including Agile and Waterfall.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Experience in managing multiple projects simultaneously.
- Excellent written and verbal communication skills.

- Strong interpersonal skills and the ability to work effectively with diverse teams.
- Ability to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities.
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.

Additional education & qualification requirements

- Must have Pharma and life science domain knowledge.
- Must have data management knowledge.
- Must have strong program management experience.

- LANGUAGES

- Business fluent in English (written and spoken)

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Development

Business Unit
Innovative Medicines

India

Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Research & Development

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 diversityandincl.india@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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