

Clinical Innovation Program Management - Associate Director

Job ID
REQ-10010852
Sep 03, 2024
Ireland

Summary

Our Development Team is guided by our purpose: to reimagine medicine to improve and extend people's lives.

To do this, we are optimizing and strengthening our processes and ways of working. We are investing in new technologies and building specific therapeutic areas and platform depth and capabilities – all to bring our medicines to patients even faster.

We are seeking key talent, like you, to join us and help give people with disease and their families a brighter future to look forward to.

Apply today and we can thrive together!

About the Role

The Role:

Are you ready to become the Clinical Innovation Program Management – Associate Director? You will be joining a collaborative and friendly group of professionals. The successful applicant will provide project management expertise to Data, Design, and Clinical Innovation. This role is instrumental in the development and maintenance of program plans, budgets, documentation to facilitate the development of innovative technologies that support registration, launch and lifecycle management. To stand out, you will bring excellent project management and communication skills, along with the confidence to raise issues, highlight concerns and keep projects moving.

Main responsibilities include but are not limited to:

Development and Execution of strategic plans:

- Provide critical support to cross-functional teams developing strategic plans for different scenarios, clearly outlining decision-making points.
- Accountable for detailing and maintaining comprehensive co-development plans to support Global Clinical Teams (GCT) and where required, Global Program Teams (GPT) that rely on third parties for the delivery of clinical innovations including, but not limited to, global registration of novel biomarkers and related medical devices such as In Vitro Diagnostic (IVD) devices & Software as a Medical Device (SaMDs).

- Foster collaboration in a highly matrixed, cross-divisional and cross-company team to help ensure execution of approved strategies, focusing on timeline adherence and budget tracking.

Program Management:

- Assist DDCI led sub-team in managing day-to-day operations to foster a positive team dynamic, improve teamwork, and optimize efficiency.
- Responsible for crafting meeting agendas, as required. Prepare clear and accurate meeting minutes, gather action items, and coordinate follow-up activities and deliverables with team members.
- Apply Novartis systems and tools to ensure the integrity of program plans, budgets, and associated documents.

Finance:

- In collaboration with the Program Finance Team and GPT/GCT sub-team members to accurately forecast external costs for co-development programs governed under Master Collaboration Agreements (MCAs). Promptly communicate and provide rationale for any budget deviations.
- On behalf of the GCT sub-team and, where required, Program Team (GPT), lead the budgeting process and preparation for Finance board meetings, providing necessary support and coordination.

Risk Management:

- Actively identify and communicate potential issues and bottlenecks in the program plan, proposing solutions and strategies to address them effectively.
- Facilitate the identification of risks and the development of mitigation strategies along with contingency options.
- Ensure partner concern of any significant issues to help mitigate execution risks.

Your Experience:

- Life Science degree with extensive experience working as a Project Manager within a pharmaceutical company and with 3 years in a biomarker / translational or IVD environment.
- At least 5 years of experience leading cross functional teams
- Knowledge of design control, requirements management, and the diagnostic development process
- Expert planning and tracking skills, with the ability to assemble details and summarize in a coordinated cross-functional plan.
- Knowledge of resource (budget and headcount) planning and management.
- Broad strategic program perspective and strong attention to tactical details.
- Well organized, passionate about results, capable of running multiple projects, excellent time management skills.
- Strong interpersonal and communication skills (written and verbal) for bridging across highly diverse, cross functional teams.

- Proficient in English

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>

Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.

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