Associate Director Data & Digitalization Project Management

Job ID
REQ-10020154
Sep 03, 2024
Österreich

Summary

LOCATION: Schaftenau, Austria
TYPE: Hybrid Working #LI Hybrid
As an Associate Director/Project Manager you will be part of the Project Management Office (PMO) in Technical Research & Development (TRD) Biologic & Cell & Gene Therapy (CGT) Strategy Management. You will proactively manage assigned Drug Enabling Projects (Non-IT and IT components) through TRD Biologics & CGT project teams.

About the Role

You will define and coordinate all aspects of the projects, defining plans, setting deadlines and ensuring appropriate monitoring and transparency on progress. You will also serve as the first point of contact for discipline team members to ensure on time and compliant realization of TRD Biologics & CGT strategy.

As a key member of the PMO team you will define and develop best practices that are key to the success of the TRD Biologics & CGT Drug Enabling Project Governance.

Holding operational end to end responsibility for assigned projects and participating in cross-functional teams. Duties will include solving complex and critical business problems from a variety of stakeholders and business functions and managing the definition, implementation and adherence of the projects to the overall TRD Data Asset and data & digitalization (D&D) strategy .

Your responsibilities include, but are not limited to:

- Lead or contribute to selected discipline or cross functional projects in alignment with TRD Biologics &CGT strategy, from start to completion
- Responsible to deliver assigned projects on time, within scope, within budget and with quality (e.g. timely execution of cross-functional plans, accurate monitoring and tracking of defined activities)
- Lead new IT System implementation initiatives in TRD Biologics & CGT in alignment to priorities and support in managing performance standards through the analysis of performance metrics, processes and practices to identify existing and emerging trends
- Identify continuous improvement opportunities that support business needs in a cost effective, operationally efficient manner
- Present technical content concisely and effectively to non-technical audiences and influences non business leaders to drive major strategic decisions basis business inputs
- Coordinate, prioritize and efficiently allocate the team resources to critical initiatives: plans resources

proactively, anticipates and actively manages change, sets stakeholder expectations as required, identifies operational risks
- Create and maintains comprehensive project documentation, including the project charter and project plan
- Ensure compliance of processes with relevant regulations and quality standards, share best practices and lessons learned

Minimum requirements:

- >5 years of practical experience in pharmaceutical/biotechnological industry
- Experience in Project Management, good organization and planning skills
- Thorough understanding of pharmaceutical/biotechnological drug development
- Problem-solving and idea generation skills
- Strong communication, negotiation and presentation skills
- Ability to work with high number of stakeholders with different backgrounds in cross-functional and cross-cultural teams
- Fluent English (oral and written)

- **Desirable requirement**

- Knowledge of relevant regulations (e.g. Good Practice (GxP)) and Novartis specific standards

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We are open for part-time and job-sharing models and support flexible and remote working where possible.

Commitment to Diversity & Inclusion:
Novartis is committed to building an outstanding, inclusive working environment and diverse teams, representative of the patients and communities we serve.

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If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to disabilities.austria@novartis.com and let us know the nature of your request as well as your contact information. The support which we can provide will include

advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

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