

# Project Manager - Systems & Operational Excellence (S&OE)

Job ID

REQ-10009544

Aug 21, 2024

Österreich

## Summary

About the role: The Project Manager proactively manages assigned projects through cross-functional project teams, defining and coordinating all aspects of the projects, setting deadlines, ensuring appropriate monitoring and transparency progress. Serving as the first point of contact for functional team members to ensure on time and compliant realization of Global Clinical Supply (GCS) strategy. Acts as a key member of the Project Management Office (PMO), to define and develops best practices that are key to the success of the process and project governance. The 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 area and platform depth and capabilities – all to bring our medicines to patients even faster. Our world-class Global Clinical Supply Organization is able to deliver the right drug to the right patient at the right time. We collaborate with other Novartis groups to support clinical trials around the world to meet the needs of our patients. 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 welcome to where we thrive together!

## About the Role

### Key Responsibilities:

- Leads or contributes to selected cross-functional and high priority projects in alignment to GCS 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).
- Ensures efficient and transparent allocation of project team resources to accomplish project tasks.
- Ensures active and continuous risk assessment and management to minimize project risks.
- Acts as point of contact and establishes appropriate channels to communicate projects progress and performance on a regular basis to internal and external stakeholders (e.g. communication to Steering Committees).
- Leads change management activities to ensure organizational readiness for implementation.
- Creates and maintains comprehensive project documentation, including the project charter and project plan.
- Provides the necessary training, coaching and tools to project team members to facilitate effective and efficient project management.
- Supports GCS PMO in development, tracking and reporting of performance metrics for the organization,

interpreting information and proposing action to team and management.

- Ensures compliance to Novartis and other relevant regulations and quality standards, shares best practices and lessons learned.

### **Essential Requirements:**

- Degree in science, engineering or equivalent.
- >5 years of practical experience in chemical / pharmaceutical industry or > 3 years of experience in field of expertise
- Good knowledge about the Drug Development process
- Basic project management, good organization, and planning skills
- Knowledge of relevant regulations (e.g. Good Manufacturing Practice (GMP), Health, Safety & Environment (HSE) etc.)
- Demonstrates problem-solving and idea generation skills.
- Good presentation skills and fundamental Leadership skills.
- Ability to work in interdisciplinary teams.

### **Desirable Requirements:**

- Experience in IT Project implementation.
- Knowledge of Supply Chain Management

**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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In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. Level 4: In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is €60,212.18/year (on a full-time basis). The actual salary will be significantly higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

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](mailto: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.

### **Commitment to Diversity and Inclusion:**

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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TEst Hello

Division

Global Drug Development

Business Unit

Innovative Medicines

Standort

Österreich

Site

Schaftenau

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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