

Project Manager - Systems & Operational Excellence

Job ID

REQ-10022273

Sep 16, 2024

Italy

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>

Benefits and rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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<https://talentnetwork.novartis.com/network>

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

Division

Development

Business Unit

Innovative Medicines

Location

Italy

Site

Ivrea

Company / Legal Entity

IT58 (FCRS = IT058) AAA Italy Srl.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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