

# Associate Director OPX Planning

Job ID  
REQ-10019765  
Sep 06, 2024  
Czech Republic

## Summary

- \* Play a pivotal role in implementing DDIT's new operating model in the Function.
- \* Ensure operational processes run smoothly in the supported Function and drive continuous process improvement.
- \* Coordinate initiatives spanning across productivity, people development and technology/operations for small to medium size teams

## About the Role

### Major accountabilities:

- Contribute to the development of mid-term portfolio plans for the supported business Function.
- Proactively identify operating model improvement areas once implemented.
- Support the Global Head of Function or Head team member(s) in day-to-day management.
- Coordinate the execution of key operational processes for the Function such as: financial reporting and budget planning, hiring and location strategy impact, demand and resource management, functional supplier management, communications, etc. to ensure smooth running of the business and achievement of operational targets
- Proactively identify opportunities to increase service levels and mitigate any functional level risks or issues.
- Support the Function's leadership and associates to focus on the overall priorities for Novartis Operations and the Function to maximize customer satisfaction.
- Contribute to the initiatives led by the Operational Excellence and Planning community to ensure cross functional standardization and cost efficiency are achieved
- Take accountability to ensure adherence with Security and Compliance policies and procedures for the Operational Excellence and Planning scope
- Support in the implementation of cross functional initiatives, processes and tools.

### Minimum Requirements:

- University Degree in IT related professional education (e.g. MSc in Computer Science) OR business/administration professional education (e.g. MBA)
- Experience of >8 years in working in global matrix organisations
- Interactions with senior management
- Strategy Development
- Track record delivering global solutions at scale
- Collaborating across boundaries
- Influencing without authority

- Financial Management

### **You'll receive:**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car Allowance; MultiSport Card. Find out more about Novartis Business Services:

<https://www.novartis.cz/>

### **Why Novartis:**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

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

### **Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to <[di.cz@novartis.com](mailto:di.cz@novartis.com)> and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

**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>

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Alternative Location 1  
Ljubljana, Slovenia  
Functional Area  
Technology Transformation  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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REQ-10019765

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