

# Assoc Director Operational Excellence

Job ID  
REQ-10020335  
Sep 18, 2024  
USA

## Summary

Position is onsite in East Hanover, NJ  
LI #onsite

The Associate Director, Operational Excellence will support and drive business initiatives that pertain to the Cell and Gene Therapy Analytical Development and Operations (CGT ADO) units. In doing so, he/she will develop tools to track and report progress in key milestones while interfacing with internal and external stakeholders. In scope are global initiatives, business processes, site operations, budgetary requirements, and assigned units people culture initiatives/strategies.

This role will serve as a strategic partner and advisor for the CGT ADO teams tasked with developing timelines and resource planning from early development to commercial launch. The ideal candidate will have in-depth knowledge of business processes and general CMC development. This role will report to the Head of the Cell Therapy ADO group and be a contributing member to several cross-functional committees with visibility to the entire cell and gene therapy portfolio.

## About the Role

### Your responsibilities will include, but are not limited to:

- Drive activities related to business strategies and operations, including project planning, execution, and implementation.
- Translate business priorities into operational deliverables to achieve department and functional goals. Drive and track business performance metrics with monthly reporting.
- Work cross-functionally to identify opportunities to build new processes and systems, streamline existing ones, and execute implementation plans.
- This candidate will be responsible for analyzing business cases related to operations efficiency, associated costs, and risks/benefits.
- Support CMC portfolio planning, including resource planning and capacity assessments.
- Support internal and external collaborations and partnerships driven by technical engagement.
- Champion continuous improvement initiatives, project scoping and chartering, and change management within unit to improve the efficiency and effectiveness of the organization.
- Manage department meetings and governance forums, including preparation of meeting agendas, distribution of minutes, and tracking outcomes and deliverables.

This position will require less than 10% travel as defined by the business.

## What you'll bring to the role:

- B.S. or M.S. in Finance, Business, Biotech, Chemical Engineering, Biology, or Chemistry or related degree; additional/postgraduate qualifications (PhD, MBA) would be preferred.
- At least 10 years of experience in business management, CMC development, or Biotech Operations within the pharmaceutical or biotech industries.
- Comfortable working with ambiguity. This role will have led strategic planning in a fast-paced organization and have a record of success bringing structure to environments with change and uncertainty.
- Demonstrated competency in development and analysis of long-term strategic plans
- Excellent facilitation, presentation, communication skills. Comfortable navigating/influencing all levels / groups of functional leaders through complex agendas toward the right discussion outcomes.
- Ability to objectively analyze options, risks, trade-offs and have good problem-solving approach
- Applies technical expertise in business operations and contributes to the development of new concepts, techniques, and standards, and has good business acumen.
- Highly collaborative with outstanding communication and relationship management skills, high emotional intelligence.

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**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$144,000-\$216,000/year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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Division

Development

Business Unit

Innovative Medicines

Location

USA

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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