

Operations Manager, Discovery Sciences

Job ID
REQ-10022828
Sep 18, 2024
USA

Summary

The Discovery Sciences (DSc) department at Novartis Biomedical Research (BR), merges groundbreaking technical capabilities with deep scientific expertise to deliver bold innovations at the forefront of science. As a member of the DSc Operations Team, you will be a critical resource within the organization to manage business operations which enable the development of novel drug targets and new therapeutics. We are seeking a hands-on Operations Manager with a particular passion for data and knowledge management, eager to lead the execution of our business operations to support the dynamic operations of a large research department.

About the Role

Internal Job Title: Manager, Operations

Position Location: Cambridge, MA, onsite

Job Description Summary:

The Discovery Sciences (DSc) department at Novartis Biomedical Research (BR), merges groundbreaking technical capabilities with deep scientific expertise to deliver bold innovations at the forefront of science. As a member of the DSc Operations Team, you will be a critical resource within the organization to manage business operations which enable the development of novel drug targets and new therapeutics. We are seeking a hands-on Operations Manager with a particular passion for data and knowledge management, eager to lead the execution of our business operations to support the dynamic operations of a large research department.

Job description:

Your Responsibilities Will Include:

- **Execute and optimize our financial plan:** In partnership with Finance and other support functions, execute the ordering and financial administration of our scientific strategy. Find then realize opportunities for operational excellence by understanding the scientific and operational processes in DSc to improve operational efficiencies, sustainability, logistics, and business processes. Financial analysis will be required.
- **Resolve issues.** Be an enabling force in the support of DSc scientists to resolve operational challenges, manage issues and navigate complexity; especially when it comes to our financial data, vendor management, research collaborations, and people data. Rely on local and global support resources to remediate issues and advance our upstream processes to avoid issues in the first place.
- **Deliver simplicity from complexity.** Through report design and data management, enable DSc leaders

with clean, accessible, and timely data related to their budget, lab resources, people and compliance to drive effective decision making in the organization. Proactively launch and lead initiatives to resolve any operational data issues and delivery new processes or programs.

- **Navigate the matrix.** Establish and maintain relationships with DSc researchers and the BR Operations community to ensure alignment and execution of departmental and BR objectives. Operate within a matrix organization of support functions and third-party vendors to provide effective support of DSc and BR operations.
- **Realize our technology strategy:** Manage the planning, ordering, delivery, and realization of lab technologies including complex, integrated equipment systems.

Essential requirements

What You'll Bring to the Role:

- B.S. or M.S. degree in a scientific or management discipline with 5+ years in a business or lab operations capacity; or 8+ years working in a biology or chemistry research environment with operational accountabilities.
- The successful candidate must be a collaborative teammate who is motivated, organized, self-directed, and capable of handling various tasks in a global and highly matrixed environment.
- Strong information management and digital skillset that includes advanced knowledge of SharePoint, Excel, Spotfire, SAP, and related systems/tools.
- A user-oriented mentality and experience supporting others – specifically motivated to enable all of our associates with a track record of building relationships and engaging others in work.
- Strong matrix leadership, collaboration, and organizational skills are required. Must be solution oriented with comfort to exercise independent discretion and judgment to solve problems and prioritize effectively in a fast-paced, dynamic environment.
- Project management, operational excellence, and design thinking skillsets with experience initiating and leading assignments with a proven ability to positively impact project goals.
- A candidate willing to infuse creativity into operational tasks is strongly desired.

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>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook: <https://www.novartis.com/careers/benefits-rewards>

Commitment to Diversity and Inclusion / EEO: The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$124,000 to \$186,000/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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <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>

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Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division
Biomedical Research
Business Unit
Pharma Research

Location

USA

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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