

P&O Senior Program and Project Manager

Job ID
REQ-10027239
Dec 02, 2024
Ireland

Summary

We're a team of dedicated and smart people united by a drive to achieve together. You will be responsible for managing multiple People & Organization (P&O) programs and projects, specifically within the portfolio of the newly formed People Technology, Data and Insights (PTDI) team. You will lead programs and projects from inception through to implementation, ensuring delivery within the specified budget, timelines and quality. You will build trusted relationships with stakeholders across P&O and Novartis' IT function (DDIT), encouraging a forward-looking approach whilst championing business impact.

About the Role

Key Responsibilities

- Manage multiple programs/projects within the P&O PTDI portfolio.
- Drive project scope definition, prepare and agree project plans including; key activities, deliverables, resource requirements, milestones, and timelines. Track cost, schedules, quality, and impact generated.
- Actively participate with functional counterparts through all stages of planning and implementation of projects and programs.
- Proactively ensure progress, resolve issues, track risks, and drive mitigation plans. Clear any barriers for the project team. Support all aspects of deployment including communication and change plans.
- Manage projects within agreed governance structure and processes. Provide regular status updates/reports to stakeholders.
- Bring structured thinking, planning, and a focus on business objectives into the programs and projects.
- Work closely with other team members and stakeholders to validate work meets business needs/requirements.
- Ensure continuous learning and usage of various project management methodologies.

What you'll bring to the role:

Essential Criteria:

- Bachelor's Degree with Master's Degree in a business discipline/MBA is preferred.
- Strong experience in leading the delivery of technical/ data-focused projects within large, highly matrixed organizations. This experience must include project management delivery at scale, with a proven ability to manage multiple stakeholders across various functions & geographies.
- Demonstrated analytical and organizational skills - Highly organized, capable of multi-tasking.
- Proven ability to influence others without having positional authority.
- Ability to operate with significant autonomy and discretion.
- Demonstrated bias for action and excellent ability to deal with great ambiguity.

- Excellent oral & written communication in English.

Desirable Criteria

- Industry certification in Project Management and agile.
- Technology management consulting experience.
- Experience in bringing emerging technologies (e.g. AI) to life within a business context, along with an active interest in current trends within technology and data science.
- Experience with Human Resources trends, best practices, and technology solutions.

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>

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 inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information.

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>

Commitment to Diversity & Inclusion: 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

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>

Division

People & Organization

Business Unit

CTS
Location
Ireland
Site
Dublin (Country President Office (CPO))
Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd
Alternative Location 1
Prague, Czech Republic
Functional Area
Human Resources
Job Type
Full time
Employment Type
Regular
Shift Work
No
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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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