

# Assoc. Dir. DDIT OPX Planning

Job ID  
REQ-10001342  
Apr 29, 2024  
Czech Republic

## Summary

- Deliver on the approved initiatives and implement the process improvements
- Provide data insights and financial reports
- Support in developing the strategic plans and initiatives

## 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. "

### Key performance indicators:

- Ensure timely and accurate LF reviews and budgeting process  
Deliver the operational targets (including Talent, HC, I2P, Financials, Risk and Compliance, etc.)
- Adherence to DDIT operating model and strategy
- Effective collaboration model in place within and across DDIT functions
- Establishment and up-to-date portfolio and demand plan
- Solid and reliable capacity and resource plans enabling business objectives and priorities"

### Minimum Requirements:

- ~University Degree in IT related professional education (e.g. MSc in Computer Science) OR business/administration professional education (e.g. MBA)

### **Work Experience:**

- 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

### **Skills:**

- Planning
- Change Management
- Stakeholder Management
- Organization Development
- Analytical Thinking
- Servant Leadership
- Influencing
- Business Acumen, Presentation Skills
- IT Governance

### **Languages :**

- English.

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<https://www.novartis.com/about/strategy/people-and-culture>

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Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1  
Hyderabad (Office), India  
Functional Area  
Technology Transformation  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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### **List of links present in page**

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Prague/Assoc-Dir-DDIT-OPX-Planning\\_REQ-10001342-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Assoc-Dir-DDIT-OPX-Planning_REQ-10001342-1)
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Prague/Assoc-Dir-DDIT-OPX-Planning\\_REQ-10001342-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Prague/Assoc-Dir-DDIT-OPX-Planning_REQ-10001342-1)