

# Microsoft 365 Solution Architect

Job ID  
REQ-10006522  
May 16, 2024  
Czech Republic

## Summary

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

The Microsoft 365 Solution Architect is a technical leader who assists in the design and implementation of Microsoft 365 solutions that meet the needs and goals of Novartis. You will ensure alignment with the enterprise architecture, security, and governance standards, as well as best practices and industry trends. You will also provide guidance and support to other teams and customers on how to leverage the Microsoft 365 capabilities and services.

## About the Role

### Your key responsibilities:

- Actively contribute to evolving our use of Microsoft 365 and its near-constant inflow of new capabilities to support needs of the organisation.
- Cooperate with teams responsible for supporting technologies and capabilities to ensure uninterrupted access (i.e. DNS, Firewalls, Network Infrastructure, Proxy etc.)
- Collaborate cross-domain to ensure positive, fluid and pain-free user experiences, with as few barriers to entry as possible.
- Actively contribute towards a zero-trust Digital Workplace strategy.
- Take accountability to ensure adherence with Security and Compliance policies and procedures; work cross domain to evolve those policies where necessary.
- Partner with technology vendors to assess and remediate unacceptable risks and gaps.
- Create and maintains architecture documentation artifacts, architecture handbooks, design specifications.
- Support the delivery of Proof of Concepts (PoC's) and Proof of Value (PoV).
- Contribute to the overall governance of the Microsoft 365 Platform services from the Architecture standpoint especially in the area of 3rd party system integrations.
- Ensure that solutions and services are supported across all user endpoints, Windows. Mac and Mobile. Drive product/solution Proof of Concept with other architects/engineers.

Commitment to Diversity & Inclusion: :

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

**What you'll bring to the role:**

- Hands-on experience with Microsoft productivity platforms and their underlying infrastructures and systems.
- Excellent communication and collaboration skills, as the role involves working with various stakeholders, including customers, other teams, and vendors.
- Proven Ability to Develop trust-based relationships with key regional stakeholders.
- Preferably from IT Infrastructure background with exposure to IT Service Delivery.

### **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:**

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/>

**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 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>

**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

Operations

Business Unit

CTS

Location

Czech Republic  
Site  
Prague  
Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o  
Alternative Location 1  
Barcelona Gran Vía, Spain  
Alternative Location 2  
INSURGENTES, Mexico  
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://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
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