

# Associate Director Analytical Operations / Head External Analytical Organization (f/m/d)

Job ID  
REQ-10024923  
Dec 03, 2024  
Austria

## Summary

LOCATION: Schafftenau, Austria  
TYPE: Hybrid Working #LI-Hybrid

As Associate Director or Head of Analytical Operations you will lead and direct the team managing external partners, global projects, networks, and/or platforms. Prioritize customer needs and ensure alignment of own and team activities with the overall drug development process.

Be directly accountable for maximizing resource utilization within your team or for a specific activity. Lead budget and resource forecasting, grant preparation, and ensure cost awareness in all assigned projects and/or networks.

Develop strategic priorities and objectives in alignment with Technical Research & Development (TRD) strategy and take right measurements for effective operationalization and oversight.

## About the Role

### KEY ACCOUNTABILITIES:

- Develop and drive long term line unit strategies to enhance strategic partnering scalability, speed and quality. Lead and manage project/network activities, leveraging scientific, technical, good manufacturing practice (GMP), and quality expertise to ensure compliant and efficient externalization of analytical work packages across biologics (Bx) Analytical Development (Bx AD).
- Ensure effective management of all project-related activities with contractors, aligning their timelines with project milestones. Support high quality of international registration documents via close collaboration and alignment with the Analytical Project sub-team.
- Consistently and actively assess and expand potential externalization opportunities for new business areas in alignment with Bx AD line units.
- Assess, consolidate, and negotiate internal and external resource needs for projects, networks and/or platforms: ensure budget and resource adherence for assigned sub-teams.
- Coordinate the transfer of know-how or procedures to other departments or external contractors. Demonstrate experience in working with interdisciplinary and cross-cultural teams as recognized expert in the international scientific community with excellent leadership skills
- Proactively identify and resolve conflict situations with empathy; drive cultural evolution and change management

- Create a culture of excellence in knowledge exchange. Develop, mentor and coach fellows and other associates helping them grow their potential

### **Key performance indicators (KPI)**

- Impact on the team and the organization (enabling others for success)
- Successful execution of assigned tasks within given timelines at expected quality; right first time & right in time
- Adherence to costs, quality, quantity and timelines for assigned tasks
- Measurable contributions to increasing efficiency and productivity

### **ESSENTIAL REQUIREMENTS:**

- **Education and qualification:** Minimum: Degree in engineering, management, science or equivalent (MSc., MBA, Ph.D. or equivalent) with corresponding experience
- **Languages:** Fluent in English (oral and written)
- **Experiences:** MSc. >10yrs experience; Ph.D. >6 yrs. experience; Leadership >5 yrs
- **Competencies:**
  - Successfully demonstrated several years of directly related experience as people manager
  - Proven track record of creativity, problem solving and productivity in projects.
  - Thorough understanding of development processes in TRD.
  - Demonstrated successful experience with working in interdisciplinary and cross-cultural teams.
  - Excellent leadership and managerial skills. Advanced coaching and mentoring skills.
- **Technical /Functional Skills & Knowledge**
  - Have comprehensive knowledge in the discipline or in-depth expertise in a relevant technical field. Provide comprehensive advice on a wide range of issues within the discipline or field of knowledge.
  - Demonstrated experience in the pharmaceutical industry, preferably in Analytics and/or R&D
  - Experienced in managing portfolio projects and/or external partners

### **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>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is €89,600/year (on a full-time basis). The actual salary will be significantly higher, as we strive to maintain a competitive position in the market and consider your previous experience, qualifications and individual competencies.

We are open for part-time and job-sharing models and support flexible and remote working where possible.

### **Commitment to Diversity & Inclusion:**

Novartis is committed to building an outstanding, inclusive working environment and diverse teams, representative of the patients and communities we serve.

### **Adjustments for Applicants with Disabilities:**

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

### **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>

Division

Development

Business Unit

Innovative Medicines

Location

Austria

Site

Schaftenau

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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5. <mailto:disabilities.austria@novartis.com>
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