

# Expert Operational Excellence (f/m/d)/Ekspert operativne odličnosti (m/ž/d)

Job ID  
REQ-10030283  
Dec 16, 2024  
Slovenia

## Summary

Location: Menges, Slovenia

### Role Purpose:

As a Expert Operational Excellence, you will be part of the Biologics Drug Substance Development (DSD) Portfolio and Strategy Management (PSM) team. Your duties will be related to enable and execute all operational tasks required to enable DSD strategy ensuring proper interface between business/science and finance. Project management work in business planning will include managing and coordinating of planning of internal and external costs, support teams in project plan preparation (e.g resource, funding), ensuring appropriate monitoring and transparency on progress. You proactively manage and contribute to the governance of nonGMP DSD supply. In the role you drive and navigate between the different parties concerned with project resources and budgets and act as a liaison between business and finance. You proactively manage and maintain Novartis planning tools, including business analytics. You serve as the first point of contact for discipline team members to ensure on time and compliant realization of Biologics drug substance strategy. As a key member of the PSM team you will implement best practices that are key to the success of the DSD portfolio, in alignment with the broader TRD Biologics & CGT Portfolio Governance.

You will participate in cross-functional teams and be the key member in the alignment with Analytical Development, Drug Product Development and CGT.

## About the Role

### Major Accountabilities

- Have a business/finance focused mindset with great project management skills
- Business planning activities using available tools to manage internal and external resources
- Business analytics based on the needs of the organization
- Coordination/facilitation of nonGMP Drug substance supply
- Coordinate or contribute to selected discipline or cross functional projects, from start to completion
- Responsible to monitor progress of drug and non-drug portfolio pipeline in the term of budget and resources and ensuring that projects are done with quality and timely executed
- Identify continuous improvement opportunities that support business needs in a cost effective, operationally efficient manner
- Ensure compliance of processes with relevant regulations and quality standards, shares best practices and lessons learned

- Act as SPOC in collaboration with all disciplines which are part of the TRD Biologics.
- Monitor demand and forecasting performance and initiate corrective actions through the organization in close collaboration with partnering functions.
- Ensure processes are appropriately documented, followed and periodically reviewed.
- Develop and maintain strong working relationships with key stake holders.

#### **Education:**

- Master University degree in business/economics or science (biotechnology, chemistry, pharmacy).
- Minimum 1 years experience in business related positions, desired experience but not pre-requisite
- Experience in basics of project management, leading cross-functional teams
- Intercultural experience and ability to act in a complex and rapidly changing business environment

#### **Foreign Languages:**

- Proficiency in English (spoken and written)
- Desired experience in finance but not pre-requisite

#### **Accessibility and accommodation**

Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**Commitment to Diversity and Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

#### **Ekspert operativne odličnosti (m/ž/d)**

Odgovornost za omogočanje in izvajanje vseh nalog operativne odličnosti, ki so potrebne za uresničevanje poslovne strategije, pri čemer zagotavlja ustrezno povezavo med poslovanjem/znanostjo in financami. Delo na področju vodenja projektov v poslovnem načrtovanju bo vključevalo vodenje in usklajevanje načrtovanja notranjih in zunanjih stroškov, podporo ekipam pri pripravi projektnega načrta (npr. viri, financiranje), zagotavljanje ustreznega spremljanja in preglednosti napredka. Proaktivno upravljanje in prispevanje k upravljanju GMP in ne-GMP oskrbe, glede na potrebe. Vodenje in usmerjanje med različnimi deležniki, ki se ukvarjajo s projektnimi viri in proračuni, ter povezovanje poslovnih in finančnih deležnikov. Proaktivno upravljanje in vzdrževanje Novartisovih orodij za načrtovanje, vključno s poslovno analitiko

#### **Vaš doprinos k delovnem mestu**

- Veščine vodenja projektov s poslovno/finančno usmerjeno miselnostjo
- Dejavnosti poslovnega načrtovanja z uporabo razpoložljivih orodij za upravljanje notranjih in zunanjih virov
- Poslovna analitika na podlagi potreb organizacije
- Usklajevanje/spodbujanje GMP in ne-GMP oskrbe (DS ali DP)
- Usklajevanje ali sodelovanje pri izbranih disciplinskih ali medfunkcijskih projektih od začetka do konca
- Odgovornost za spremljanje napredka portfelja zdravil in poslovnih projektov, z vidika proračuna in virov ter zagotavljanje, da so projekti izvedeni kakovostno in pravočasno
- Ugotavljanje priložnosti za stalne izboljšave, ki podpirajo poslovne potrebe na stroškovno in operativno učinkovit način

- Zagotavljanje skladnosti procesov z ustreznimi predpisi in standardi kakovosti, izmenjava najboljših praks in pridobljenih izkušenj
- Delujte kot SPOC v sodelovanju z vsemi področji, ki so del oddelka TRD Biologics.
- Spremljajte uspešnost povpraševanja in napovedovanja ter v tesnem sodelovanju s partnerskimi funkcijami sprožite korektivne ukrepe v organizaciji.
- Zagotavljanje ustreznega dokumentiranja, upoštevanja in rednega pregledovanja procesov.
- Razvijanje in vzdrževanje močnih delovnih odnosov s ključnimi deležniki.
- Razvijanje in vzdrževanje lastnih znanj in spretnosti

## Zakaj Novartis?

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

## Kaj nudimo:

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

## Predani smo raznolikosti in vključenosti

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

**Pridružite se naši mreži Novartis:** V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti: <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

Slovenia

Site

Mengeš

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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