

Associate Director Clinical Development Operations

Job ID

REQ-10039233

Feb 26, 2025

Irland

Summary

Works with Head of Business Operations to drive Clinical Development's (CD) portfolio, resource management and the related business processes, tools and projects by actively partnering with Clinical Development Functional Heads, Strategy & Operations, Line Function Heads, relevant stakeholders outside of CD such as Finance, IT, SPPO to inform strategic decision making based on portfolio plans and leadership's priorities. Help drive key strategic initiatives within the Development Unit and beyond. Support creation of strategic and competitive in-sights. May deputize for Head of Business Operations

About the Role

Major Accountabilities

- Runs portfolio analysis of clinical studies and projects for all DUs by collecting information from various sources such as Andromeda, Horizon, BoW.
- Compiles insights and provides analysis of expected evolution of the portfolio. Simulates various portfolio scenarios and their impact on Clinical Development's resourcing, capability, footprint requirements, overall plans.
- Establishes visualization and ongoing reporting of the key portfolio insights.
- Supports on creating, implementing and refining CD's resource models.
- Run resource modelling with respect of evolving portfolio plans. Analyzes the output versus bottom-up plans.
- Supports on budgeting and planning of FTEs and key financial categories. Runs the corresponding financial tracking in collaboration with Finance
- Owns the resourcing tools (ARV, RAFT, One FTE reports, Visualizations), ensures their functionality, data quality and evolution.
- Manages IT projects: the governance processes and operational reporting (Horizon WP management, Optic etc.)
- Implements and maintains various tracking and visualization tools such as dashboards and reports-
- Serves as a S&O representative in various workstreams, cross-functional initiatives or process improvement initiatives as assigned by Head of business Ops or Head Clinical Ops
- Keeps up to date on organizational changes and acts as strong supporter of organizational changes, champions implementation of changes within CD

Education (minimum/desirable):

Master's degree or Doctorate in life sciences or business (or MBA with bachelor's degree, or equivalent

experience in life science)

Languages:

Fluent English (oral and written)

Experience:

- 5+ years pharma industry experience in a multi-disciplinary environment, preferably in a drug development Line Function.
- Previous track record of success in working with international large scale and complex multi-/ cross-functional teams.
- Good understanding of drug development and associated planning and governance Strong analytical and project management skills with demonstrated success in planning and executing cross-functional projects
- Advanced knowledge of international business practices
- Strong interpersonal and communication skills and strong relationship builder and communicator with experience engaging functional partners, and partnering with senior leaders
- Strong written & verbal communication skills
- Strong problem-solving skills.
- Competent with various IT modalities (proficiency in Excel, advanced in PowerPoint, Andromeda, Horizon)

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Division

Development

Business Unit

Innovative Medicines

Standort

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Dublin (NOCC)
Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd
Alternative Location 1
Barcelona Gran Vía, Spanien
Alternative Location 2
Hyderabad (Office), Indien
Alternative Location 3
London (The Westworks), Vereinigtes Königreich
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No
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