

Director, Operational Excellence

Job ID
REQ-10043370
Mar 06, 2025
USA

Summary

This position will be located at the East Hanover, NJ site and will not have the ability to be located remotely. This position will require about 10% travel as defined by the business (domestic).

Organize and manage all aspects of our portfolio of projects, including ensuring strong value creation, scoping, governance, resource allocation, and execution. This role will drive the adoption of best-in-class processes, frameworks, methodologies, and clear roles & responsibilities to enhance project execution and day-to-day processes. A key priority is to integrate and identify operational excellence (i.e., Six Sigma) as part of project execution, along with optimizing existing processes.

#LI-Hybrid

About the Role

Key Responsibilities:

- **Operational Excellence in Project Management:** Drive a cultural shift towards efficient processes and methodologies, continuous improvement, customer value, and accelerated delivery. Inspire teams to adopt latest software vendor capabilities.
- **Leadership:** Guide the Program Management Office to deliver high-quality projects. Establish a consistent way of working, align on business priorities, and ensure the team can pivot based on changing needs. Ensure that the agreed-upon portfolio of projects from the governance team are initiatives the team can deliver within the timeframe and with the correct loading of resources.
- **Roles & Responsibilities:** Ensure all parties associated with the governance process and projects understands what is expected of them along with holding them accountable.
- **Communication:** Effectively communicate vital information in a timely and appropriate manner.
- **Stakeholder Management:** Own the project management governance process. Collaborate with division leads and cross-functional teams to ensure seamless project execution and alignment across teams.
- **Performance Monitoring:** Monitor and track project performance, identify areas for improvement, and implement corrective actions as needed. Ensure projects are delivered on time, within scope, and within budget.
- **Project Management:** Proactively identify, track, and manage project risks and issues. Develop a strong project management culture that includes upfront robust business requirements and a comprehensive testing strategy.
- **Reporting and Documentation:** Maintain accurate project documentation, including project plans, timelines, and resource forecasts. Prepare and present regular project status reports to senior leadership.

- **Team Management:** Management a team of resources located in East Hanover, NJ and Hyderabad, India.

Essential Requirements

- Bachelor's Degree or equivalent 4-Year University degree required
- 6+ years of project management experience
- Execution of operational excellence projects
- Strong knowledge of project delivery methodology
- Demonstrated experience analyzing information, weighing options, and making timely, informed decisions based on established governance principles.
- Clearly communicating assigned RACI (Responsible, Accountable, Consulted & Informed) roles to all team members, ensuring transparency and minimizing confusion about responsibilities.
- Fostering open communication and collaboration among team members to ensure smooth project execution and effective decision-making

Desirable Requirements:

- Strong knowledge of Commercial/Government areas and/or Model N technologies preferred
- Six Sigma experience a plus
- Expert knowledge of respective business process area

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between: \$176,400.00 and \$327,600.00/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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Division

Finance

Business Unit

Innovative Medicines

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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