Risk/Change Management Assoc Director

Job ID
REQ-10045544

4月 04, 2025

USA

摘要

About the role:

#LI-Hybrid

The Clinical Science Risk and Change Management Associate Director is responsible to drive proactive risk management in Translational Clinical Oncology (TCO) to maximize the impact of remediation and mitigation plans and prevent occurrence of issues. This role also ensures that changes are implemented smoothly and efficiently, leading to improved organizational performance. This includes better alignment of resources, streamlined processes, and enhanced productivity.

About the Role

Key Responsibilities:

- Support Risk Based Quality Management (RBQM) by monitoring risk registered data in collaboration with Process Compliance Managers (PCM) to understand team behaviors towards risk management and issue documentation.
- Influence TCO teams to achieve proactive remediation and mitigation of risks and minimize occurrence of issues.
- Work with Risk Management and risk registered subject matter experts (SMEs) on all matters pertaining to trial risk management. Ensure communication and training of Clinical Trial Teams (CTT) on risk-related processes.
- Collaborate with the Risk Surveillance Lead community in Development, sharing TCO feedback and optimizing ways of working, to achieve a mutual understanding of risk management in TCO trials and alignment of risk management approach across TCO trials.
- Liaise with Vendor Program Strategy Director (VPSD) function to align on vendor risks/issues, based on feedback collected from TCO trial teams. Communicate relevant vendor risk/issue related information to TCO trial teams.
- Serve as the Point of Contact for the global Business Disruption Committee, providing the TCO perspective, supporting risk assessments, and coordinating with teams on relevant risks/issues and related action items. Coordinate the TCO business disruption taskforce, as needed.
- Contribute to global and TCO specific work streams and initiatives, in collaboration with Operations Excellence, by supporting with risk assessment, mitigation plans, and change management. Assess changes in the broader organization that may potentially impact TCO. Set-up and implement relevant change management plans as applicable for TCO.
- Engage with relevant stakeholders within and outside TCO to build trust and ensure alignment. Ensure clear communication about changes, its benefits and risks, as applicable. Provide clear communication and maintains effective collaboration with TCO teams to enhance their understanding of change and how it benefits them and the organization, thereby reducing resistance and increasing acceptance.
- Assure sustainability of changes with continuous monitoring, feedback loops, and adjustments to ensure that the change remains effective and delivers the desired outcomes.
- May contribute as subject matter expert for risk-related Standard Operating Procedures (SOP)/Working Practices (WP) and others as applicable.

Essential Requirements:

- This position will be located at either the Cambridge, MA or the East Hanover, NJ site and will not have the ability to be located remotely. This position will require 0-5% travel as defined by the business (domestic and/ or international).
- B.S. or advanced degree preferably in life sciences/healthcare or equivalent experience.
- A minimum 8 years of relevant experience in the Pharmaceutical or Biotech industry with experience in trial management, risk management and/or change management.
- Demonstrated ability for leading initiatives with cross-functional teams and implementation of recommendations.
- Developed or have participated in the development of guidance documents, trainings, SOPs, work practices and tracking tools.
- Experience working in matrix environment and in global teams.
- Excellent interpersonal, problem-solving, negotiation and conflict resolution skills.
- Excellent organizational, communication and presentation skills (oral and written).

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between: $138,600 and $257,400/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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部门
Biomedical Research

Business Unit
Universal Hierarchy Node

地点
USA

状态
Massachusetts

站点
Cambridge (USA)

Company / Legal Entity
U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Alternative Location 1
East Hanover, New Jersey, USA

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work

No

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