

Director, Strategy & Operations, Corporate Communications

Job ID REQ-10046335

10月 19, 2025

Switzerland

摘要

The Director, Strategy & Operations for Corporate Communications will play a pivotal role in driving the success of the Corporate Communications team. This role will bring a strategic mindset and act as a trusted advisor to the Global Head of Corporate Communications, leveraging competitive intelligence, business insights, and data-driven analyses to shape and execute strategies that drive competitive advantage and business outcomes. They will also foster collaboration and innovation across teams and ensure operational excellence.

About the Role

Key Responsibilities:

• Provide strategic leadership as a member of both the Corporate Communications leadership team and the Chief of Staff's leadership team, shaping priorities, driving cross-functional

- alignment, and advancing innovation to maximize the function's impact and efficiency.
- Partner with the Global Head of Corporate Communications to co-develop and execute a forward-thinking strategy that advances the function's objectives, leveraging competitive and business intelligence to deliver differentiation and drive competitive advantage.
- Lead planning, resource allocation, and the establishment of processes to ensure the Corporate Communications team's efficiency and alignment with business priorities. Define and implement metrics to measure outputs and link them to business outcomes, ensuring resources and efforts are optimized.
- Develop and deliver strategic internal communications, including town halls and key updates, serving as a business partner to the Global Head of Corporate Communications and promoting alignment across internal and external stakeholders.
- Plan and execute high-impact leadership team meetings, team-building activities, and planning sessions to strengthen strategic alignment and drive organizational goals.
- Identify and implement opportunities to build new capabilities and processes that enhance the team 's ability to deliver against its mission.
- Oversee the management of the Corporate Communications budget, ensuring resources are allocated effectively and aligned with strategic priorities.
- Cultivate strong relationships across Corporate Affairs, company functions/units, and external
 partners to align strategies, share insights, and capture synergies that enhance business
 outcomes.
- Support the Global Head of Corporate Communications and Chief of Staff on various strategic projects and tasks, and participate in cross-functional projects, as needed

Essential Requirements:

- Bachelor's degree required.
- Many years of experience suggested, Communications expertise required.
- Experience in delivering high quality strategic insights and impactful contributions to key projects, aligned with the function 's objectives.
- Ensures proactive and efficient management of processes, ensuring timeliness and highquality execution.
- Provides evidence of measurable success in fostering a culture of high performance, innovation, and collaboration.
- Effective optimization of processes, resource allocation, and financial management.
- Strong matrix management and influencing skills to manage complex challenges and opportunities.

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Basel (City)
Company / Legal Entity C028 (FCRS = CH028) Novartis Pharma AG
Functional Area Communications & Public Affairs
Job Type Full time
Employment Type Regular
Shift Work No
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