

Assoc. Dir. DDIT OPS Sol.Del. QMS

Job ID
REQ-10058568

8月 07, 2025

India

摘要

-Associate Director for project delivery and solution / operations within the Quality QMS area focused on DMS and GxP LMS capabilities. Partnering with Business Stakeholders and DDIT Strategic Business Partners for demand analysis, solution proposal/evaluation and project delivery.

About the Role

Major accountabilities:

- Ensure adherence to Security and Compliance policies and procedures.

Key performance indicators:

- Delivery on agreed KPIs including business impact .
- Launch of innovative technology solutions across Novartis at scale.

- Business impact and value generated from IT solutions .
- Adoption and development of Agile, Productization and DevOps practices.
- Operations stability and effective risk management.
- Feedback on customer experience.

Minimum Requirements:

Work Experience:

- Familiarity with widely-used document management (OpenText, Documentum, Veeva)
- Understanding workflows for managing documents such as creation, storage, retrieval, archiving, version control, and security.
- Knowledge of compliance frameworks, especially those relevant to regulated industries (e.g., FDA 21 CFR Part 11, EU Annex 11, GMP for life sciences).
- Collaborate with stakeholders (business teams, IT, and vendors) to gather, analyze, and document requirements for document management processes.
- Analyze existing document management challenges to propose effective solutions.

Technical Skills

- Knowledge of DMS features: Version control, user permissions, document collaboration, audit trails, compliance features, search capability, integrations, etc.
- Experience with integrating document management systems with other enterprise systems (e.g., LMS, ERP, CRM, or HR systems).

Delivery Expertise

- Proficient with methodologies like Agile, Scrum, or Waterfall to oversee delivery timelines and ensure adherence to project milestones.
- Ability to create supporting documentation such as project plans, risk logs, and status updates.
- Understand the full lifecycle of delivery, from ideation to deployment and user adoption.
- Experience with DevOps tools (ex.: Jira,...)

Job Description

Major accountabilities:

- Broadly experienced specialists managing a small unit OR project.
- May be responsible for managing others -Leads/co leads novel projects within the team
- Mentors and inspires others to solve problems -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

Key performance indicators:

- Timely execution of projects and data requests -Feedback from project sponsors and key stakeholders

Minimum Requirements:

Work Experience:

- Collaborating across boundaries.
- People Leadership.
- Project Management.

Skills:

- Algorithms.
- Computer Programming.
- Computer Science.
- Computer Vision.
- Data Science.
- People Management.
- Project Management.
- R&D (Research And Development).

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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.

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 diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message

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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>

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部门
Operations

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Technology Transformation

Job Type
Full time

Employment Type
Regular

Shift Work
No

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