Global Program Associate Director

Job ID
REQ-10061182

9月 02, 2025

Ireland

摘要

Location: Dublin, Ireland
Full time, Hybrid, #LI-Hybrid

When we put our heads together, we can do brilliant work. And when we do brilliant work, we can achieve remarkable things for patients as we positively transform healthcare.

If you are passionate about Drug Development and Project Management, then come join the Global Program Management (GPM) team as a Global Program Associate Director (GPAD)!

In GPM we drive the planning and execution of drug development programs and provide the transparent and unbiased program information in support of the enterprise needs to make the right portfolio decisions. GPM associates located across the globe enable the cross-functional Global Program Teams (GPTs) to deliver the pipeline with optimal strategies, realistic plans, and seamless execution.

To be eligible for this role you must have Project and Program Management experience in the Pharmaceutical, Clinical Research Organisation and/or Biotech/Biopharma industry, with a strong

knowledge in Clinical Drug Development.

About the Role

The Global Program Associate Director (GPAD) will provide project management expertise and operational support for global drug development programs. GPADs are members of the Global Program Team (GPT) and are accountable for maintaining accurate plans, documentation, resource forecasts, and efficient day-to-day operation of the GPT. They also resolve program issues and facilitate alignment across sub-teams and line functions. Additionally, they contribute to cross-functional strategy and project plan scenario generation, proactively identify, track and manage project risks, ensure GPT effectiveness, and support creation of executive communication about respective project(s).

This role is based in Dublin, Ireland. We operate a hybrid approach to working with the expectation of 12 days/month in the office. Please note that relocation is not available at this time and we can only consider Candidates in location or a commutable distance to our Offices.

Your Key Responsibilities:

- Contribute to the development of the program/project strategy and partner with the Global Program Executive Director (GPED)/Global Program Director (GPD) (as applicable) and GPT members to translate the strategy into a realistic Integrated Development Plan (IDP)
- Coordinate preparation and compilation of strategic documents and preparations for project tollgates (endorsement for moving through the development phases) in collaboration with the GPT and GPED/GPD (as applicable)
- Proactively identify project risks and issues and contribute to development of mitigation strategies
- Support communication of program/project status, changes and risks horizontally and vertically in a proactive, transparent and timely manner
- Support preparation of comprehensive program/project recommendations and presentations for governance boards
- Manage GPT meeting logistics and prepare high quality GPT agendas and draft minutes in a timely manner. Record action items / decisions and liaise with GPT members on follow-up activities and deliverables.
- Support timely executive communication of project status as required by the organization (e.g., One Pager, Executive Gantt chart, monthly Innovation Management Board (IMB)/Development Leadership Team (DevLT) updates, GPT minutes)
- Lead generation and maintenance of a complete and accurate project plan and forecast in the enterprise planning system (e.g., Horizon). This includes liaising with partner functions to ensure a realistic plan that reflects the strategy.
- Partner with Global Program Head (GPH) and GPED or GPD (as applicable) to enable a successful team culture based on the Novartis values and behaviors, the expertise and contributions of the GPT members, shared responsibility, and the coordination of work towards a common goal
- Demonstrate behavioral strengths of proactivity, resilience, personal integrity, commitment to excellence, critical/analytical thinking, courage and creativity, agility and influence.

Role Requirements

Essential Requirements:

- Masters or Doctorate in life sciences (or MBA with Bachelor of Science degree) and 5+ years Pharma industry experience
- 5+ years or equivalent multi-/cross functional team experience
- Intermediate knowledge in clinical drug development
- Strong project / program management skills

Desirable Requirements:

- Previous track record of success in working with large scale and complex international and multidisciplinary drug development teams
- Expert planning and tracking skills, ability to use proper tools in program management
- Well organized, focused on results, capable of managing multiple projects, excellent time management skills with respect to priorities and self-management
- Strong interpersonal and communication skills (written and verbal) for bridging across diverse, cross functional, multi-national, geographically dispersed teams

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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

Benefits and Rewards: Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

部门
Development

Business Unit

Innovative Medicines

地点
Ireland

站点
Dublin (NOCC)

Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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