

Senior Manager - Legal Strategy & Operations

Job ID REQ-10065065

10月 28, 2025

India

摘要

About the Role:

Join our newly established Legal Innovation Hub (the "Hub"), a strategic Play a critical role in transforming the delivery and scaling of legal expertise across the organization. Positioned within the Hub, you will drive strategic initiatives, operational excellence, and digital innovation across the S&L function. By combining legal acumen with deep technology and project management skills, you will partner with cross-functional teams to design and implement forward-thinking solutions that enhance efficiency, agility, and impact.

About the Role

Major accountabilities:

Design and execute strategic and operational roadmaps aligned with S&L's global objectives.
 Oversee a portfolio of strategic projects and programs, ensuring alignment with organizational

- priorities, effective resource allocation, and timely delivery. Lead annual planning, Objectives and Key Results (OKR), and performance frameworks for the Hub.
- Act as delegate for the Lead Strategic Projects & Legal Operations in leadership meetings, decision-making forums, and external engagements as required. Legal Operations & Process Excellence .Assess and determine suitable technology, aligning it effectively with proposed solutions.
- Act as a strategic advisor to leadership and cross-functional stakeholders. Develop toolkits, frameworks, and best practices for legal transformation
- Initiating and managing process improvements and automation projects to achieve efficiencies and enhance existing services. Implementing and maintaining quality control, adherence to agreed timelines and technical excellence in service delivery.
- Staying updated on legislative and regulatory developments in the pharmaceutical sector, industry best practices, and areas of focus/hot topics for external audits.
- Identify and resolve operational issues, communicate recommendations/solutions to local or global managers/partners. Deliver regular operational reports, Monthly/Quarterly KPI reports and, as needed, business reports.

Minimum Requirements:

- 12-15 years of overall work experience in legal operations, strategy, or consulting roles with LLB/LLM.
- Extensive experience in project and program management, with preference for PMP, PRINCE2, or Lean/Six Sigma certification.
- Strong understanding of legal processes, corporate legal departments, and regulatory environments. Excellent analytical, problem-solving, and strategic thinking skills, with a focus on innovation and driving change.
- Knowledge of change management principles and methodologies. Experience in developing and delivering training programs.
- Good experience with legal tech platforms, with hands-on implementation/configuration preferred.
- Excellent communication, stakeholder management, vendor management, and influencing skills.
- Ability to work independently and collaboratively within a fast-paced, matrixed environment.
- Strong team player who is dynamic and result oriented.
- Ability to build team dynamics, cross-functional training, and organizational efficiencies.
- Familiarity with process set-up, quality KPIs, operational tools, and operational issue management.
- Strong business focus and customer-centric approach.
- Proven ability to provide legal acumen/judgment to enhance decision making.

Preferred:

- Prior experience with a Big 4 firm or ALSP is desirable.
- Proven track record of providing strategic legal counsel and operational support, ideally with experience in developing and implementing shared services or hub models.
- Familiarity with Gen Al applications in legal and emerging legal tech trends.
- Pharma background or experience in clinical trial contracting and related life sciences contracting processes preferred.

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 Legal

Business Unit Universal Hierarchy Node

地点 India 站点
Hyderabad (Office)

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

Functional Area
Legal & Intellectual Property & Compl.

Job Type
Full time

Employment Type
Regular

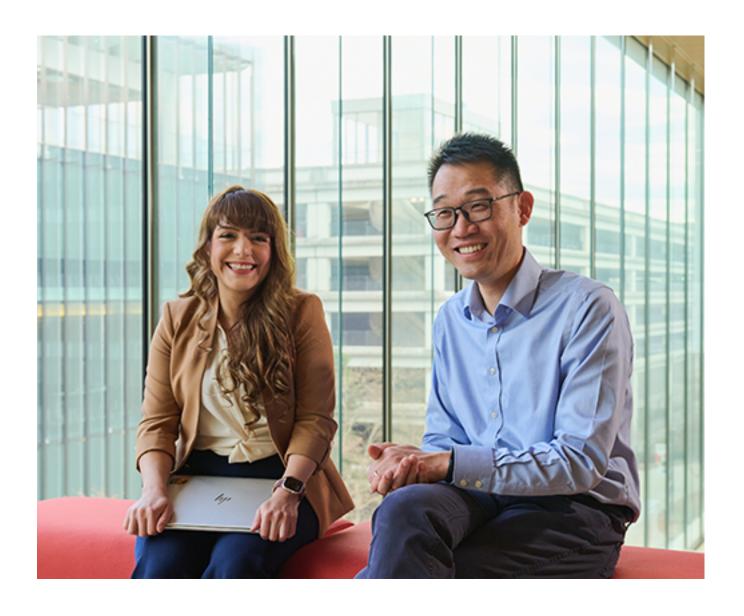
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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