

Facility Manager

Job ID
REQ-10069844

6月 09, 2026

United Kingdom

Available in: English

摘要

The Facility Manager ensures a safe, efficient, and user friendly workplace by overseeing daily operations, maintenance, compliance, vendor management, and all workplace support services while coordinating closely with landlords and internal partners. They also lead space management, sustainability efforts, KPIs tracking, and deliver facility projects—including relocations and fit outs—while driving continuous improvement and resolving operational challenges through strong stakeholder collaboration.

Location: London, UK
#LI-Onsite

This role is based in London, UK. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Key Responsibilities:

- Ensure a comfortable, efficient, and reliable workplace by managing daily facility operations and resolving issues promptly.
- Oversee preventive maintenance and ensure full compliance with health, safety, environmental, and energy efficiency standards.
- Lead vendor and service provider management, including contract negotiation, performance evaluation, and cost optimization.
- Supervise workplace support services such as reception, mail, pantry, office supplies, meeting rooms, transportation, and landlord related services.
- Oversee canteen management and events, coordinating internal events, hospitality service, vendor performance, and ensuring a positive employee experience across all workplace hospitality services.
- Manage real estate activities including landlord coordination, lease discussions with Procurement and Legal, and service delivery improvements.
- Track and report key performance indicators, offering insights on space usage, service quality, sustainability, and cost efficiency.
- Deliver facility projects, support relocations and fit outs, drive sustainability initiatives, and collaborate with stakeholders to solve operational challenges.

Essential Requirements:

- Bachelor's in Business Administration, Finance, Architecture, or Engineering (engineering is recommended for specific sites).
- Proven experience in facility management (preferably in pharmaceuticals or related industries), with knowledge of operations, finance, and maintenance.
- Experience in canteen/food service operations and event management, with the ability to coordinate internal stakeholders and suppliers, manage logistics, and ensure high quality service delivery.
- Ability to lead projects and vendor teams effectively.
- Skills to select vendors, negotiate contracts, and ensure high performance.
- Strong interpersonal skills to interact with stakeholders and employees.
- Proactively resolve challenges to ensure business continuity.

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.

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>

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>

Benefits and Rewards: Learn about all the ways we 'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

Primary location salary range
£ 44,660.00 - £ 82,940.00

部门
Operations

Business Unit
Administration & Facility

地点
United Kingdom

站点
London (The Westworks)

Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area
Facilities & Administration

Job Type
Full time

Employment Type
Regular

Shift Work
No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6a480ac722792850358112", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", // Default:
bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
```

// Ensure the global player registry array always exists, regardless of embed type.

```
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kaltura_dataLayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }
```

Job ID
REQ-10069844

Facility Manager

[Apply to Job](#)



Job ID
REQ-10069844

Facility Manager

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10069844-facility-manager>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <https://www.novartis.com/about/strategy/people-and-culture>
5. <https://www.novartis.com/sites/novartiscom/files/novartis-life-handbook.pdf>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/London-The-Westworks/Facility-ManagerREQ-10069844-1>
7. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/London-The-Westworks/Facility-ManagerREQ-10069844-1>