

## Global Regulatory Affairs Operations Resource Planner

Job ID  
REQ-10077741

5月 20, 2026

United Kingdom

### 摘要

#LI-Hybrid

Location: London (The Westworks), United Kingdom

We are seeking a highly organised and collaborative Global RA Operations Resource Planner to join our Regulatory Affairs Operations team.

In this role, you will play a critical part in ensuring the effective planning and allocation of submission management and publishing resources across a diverse global portfolio. You will partner closely with stakeholders across Regulatory Affairs and Development to ensure timely, high-quality delivery of regulatory submissions.

### About the Role

#### Key Responsibilities

- Partner with stakeholders to gather, validate and maintain accurate and complete submission planning information within operational planning tools.
- Collaborate across Regulatory Operations, including Submission Managers, Publishers, leadership and Development Unit stakeholders, to support effective and timely resource allocation.
- Contribute to the optimisation of resource assignment processes by implementing and supporting efficient workflows, tools and continuous improvements.
- Apply working knowledge of global submission types, dossier components and publishing requirements to inform planning activities.
- Ensure balanced and prioritised allocation of submission resources in line with portfolio needs and organisational priorities.
- Develop, maintain and deliver standard resource planning metrics and insights to support leadership decision-making.
- Support and contribute to key initiatives related to resource planning, reporting and operational excellence.

### Essential Requirements

- Demonstrated experience supporting resource planning and capacity management activities in a complex environment.
- Strong analytical skills with the ability to interpret, manage and present data effectively.
- Proven ability to coordinate and collaborate with stakeholders across a matrix organisation.
- Proficiency in using resource planning tools, systems and related technologies.
- Ability to manage multiple priorities simultaneously while maintaining a high level of accuracy and attention to detail.

### Desirable Requirements

- Demonstrates knowledge of regulatory, pharmaceutical and/or operational environments.
- Experience working within project or resource allocation environments, including relevant tools or systems.
- Ability to support forecasting activities and scenario planning to inform resource decisions.
- Continuous improvement mindset with a focus on enhancing processes and operational efficiency.
- Relevant certifications (e.g. PMP, Lean or similar) are advantageous.

### Commitment to Diversity and Inclusion / EEO paragraph

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>

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

部门

Development

Business Unit

Development

地点

United Kingdom

站点

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

```
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showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
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'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
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(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
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false, playlistEvents: false, castEvents: false } }; }
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kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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