

## Head, Business Excellence

Job ID  
REQ-10024489

Oct 02, 2024

USA

### Summary

The Head, Business Excellence is responsible for leading the business operations function within Scientific Operations

### About the Role

Your Key Responsibilities:

- Lead team (4 direct reports with global locations) executing purchase order management for Scientific Operations. This includes vendor onboarding, third party risk management, troubleshooting and engagement with enabling functionals (procurement, financial review and accounting, risk management etc.)
- Prepares budget models, monitors executing of budget and prepares regular and special-purpose reports, maintains historical records, analyzes trends, establishes operational cost and personnel forecasts, recommends, and interprets actuals vs plan. Works in very close

collaboration with BR finance business partner to ensure budget planning and execution accuracy.

- Manages overall headcount reporting & planning processes.
- Lead capital expense and low value asset planning & execution.
- Support strategic & process excellence projects with financial intelligence and impact assessments.
- Ensures a high quality and efficient support with focus on procurement, animal Import/export, ticketing & troubleshooting and KPI reporting.
- Partners with other operations teams to optimize processes and data quality, e.g., process excellence.
- Act as global Business Continuity Coordinator for SciOps with liaison into the ERC business continuity team for BR.

#### Role Requirements:

- Bachelor ' s degree in life sciences, business, engineering and/or technical area or comparable education
- Project Management Certification (PMP or IPMA) is considered a plus.
- 4+ years of experience in the medical, pharmaceutical or (bio-) chemical industries in an operational role
- Knowledge of operational excellence. Formal training in Lean and/or Six Sigma desirable
- Experience in project management methodology and tools.
- Deep knowledge of budget planning and forecasting methodologies including capital equipment, facility projects etc.
- Experience in leading highly diverse initiatives of varying complexity
- Experience working within a matrixed, multidisciplinary organization, preferably across countries and cultures.
- Leadership experience required; global team leadership highly desired

#### LI-#Hybrid

**Commitment to Diversity & Inclusion:** The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$151,200- \$226,800/year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical,

financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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>

## EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

## Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division  
Biomedical Research

Business Unit  
Pharma Research

Location  
USA

Site  
Cambridge (USA)

Company / Legal Entity  
U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Alternative Location 1  
Basel (City), Switzerland

Functional Area  
Research & Development

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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